



ACCOUNT CLERK III
Accounting Department

Range: 33
Salary:

JOB DEFINITION: Under general supervision, to perform the more difficult and complex accounting clerical work of payroll, purchasing, accounts payable, or accounts receivable functions; and to perform other work as assigned by the Accounting Supervisor.

SUPERVISOR: Accounting Supervisor or Controller

DISTINGUISHED FROM LOWER RANGE POSITION(S):

This position is the third of four upwardly mobile Account Clerk positions, and includes the ability to perform the functions attributed to the lower Account Clerk levels if needed, and requires detailed and advanced knowledge pertaining to Agency payroll, purchasing and accounts payable functions. In addition to those duties listed below, this position may be required to perform the functions of the Account Clerks I and II as needed or requested.

EXAMPLE OF DUTIES:

Payroll functions: performance of duties as outlined in the Account Clerk II in an experienced manner as needed; enter data and maintain all timesheet, payroll records and employee personnel records related to pay; calculate and submit payroll taxes electronically; verify reports for accuracy; make updates and changes to employee master records;; preparation of payroll checks for disbursement; prepare, process, and monitor employee and retiree benefit coverage's in conjunction with payroll; prepare quarterly and annual income tax reports; perform automated payroll deposit functions; analyzes general ledger account sub-ledgers; assist in preparation of the monthly cash statement; maintain Agency office furniture and equipment inventory records; prepare journals for retirement of capital assets; prepare payroll spreadsheets for budgeting purposes; assist with preparation of annual independent audit; process and maintain records for director fees; monitor/maintain CVWD State Water project cost sharing agreement and related spreadsheets; verify and prepare benefit invoices for payment; implementation of Cobra requirements and processing; enter data and maintain all employee personnel records related to benefits, hiring, employee exits, etc.; implementation of Cobra requirements, notifications to employees and processing; processing of California New Employee Report; answer the phone; and assist with other functions of the accounting department as assigned.

Accounts receivable functions: sort and deliver daily mail; process checks and electronic payments received; posting payments to customer accounts and transferring electronic cash file to bank; balance daily cash receipts posting; research and resolve returned and rejected check and electronic payments; research and resolve bank advices regarding deposit discrepancies; provide with backup, adjusting journal vouchers; assist customers with changes to their accounts, including new owners and service termination; assist customers at the lobby counter; answer phones and assist with other functions of the accounting as assigned.

Accounts payable functions: collection and processing invoices and statements for monthly payment; verify data on invoices, check extensions and totals; obtains department head authorization for payment where appropriate; assembles and processes batches of invoices through the Information Systems department; verifies the accuracy of Information Systems reports for accounts payable; maintains the accounts payable files; prepares checks for mailing; maintains vendor files; obtains W-9 forms from vendors; prepare audit worksheets and helps coordinate year-end process; coordinate and maintain positive pay system; prepare monthly fuel/gasoline usage report; prepare daily deposit slips and the daily cash report for all funds;

maintain records of maintenance agreements, dues and subscriptions; answers the phone; and assists with other functions of the Accounting Department as assigned.

Purchasing functions: Obtain prices and place orders with the lowest bidder for materials, tools and equipment required in the installation, maintenance and repair of the Agency's domestic, reclaimed and sewer systems, hydroelectric plants and related facilities; meet with and interview vendors to learn sources of supply for materials commonly used in Agency operations and prepare vendor credit applications; issue purchase orders, assign account and work order numbers to invoices and statements for payment; maintain related material records for processing of monthly accounts payable and work order closing; verify and input inventory records; maintain records related to damages, backflow replacements, unauthorized connections; maintain equipment and vehicle records and prepare quarterly fuel tax returns; prepare and maintain records for annual 1099 reporting; maintain records for groundwater replenishments and assessments and Whitewater Hydro; responsible for keeping supplies in vault stocked and organized; answer the phone; and assists with other functions of the accounting department as assigned.

QUALIFICATIONS:

Schooling: High School Diploma or G.E.D.

Certification(s): None required

Experience: Three years of progressively responsible experience in maintaining accounting records.

License(s): Possession of a valid driver's license issued by the California Department of Motor Vehicles for use in conjunction with the possible operation of Agency vehicles, with an acceptable driving record.

Knowledge: Budgeting, accounting, fiscal procedures and methods; financial analysis and research procedures; auditing and inventory control procedures; agency financial policies.

Ability: Analyze and solve a variety of accounting and financial problems; direct the collection and analysis of a variety of financial information; prepare clear and concise reports including fiscal recommendations; train accounting personnel; present a pleasing personal appearance and vocal image to the public in a tactful and courteous manner; establish and maintain cooperative working relationships with fellow employees and the general public.

PHYSICAL REQUIREMENTS:

Climbing: yes no **Frequency:** Continual Often Infrequently Never

Examples: Going up and down ladders, stepping stools, stairs

Bending: yes no **Frequency:** Continual Often Infrequently Never

Examples: Filing, picking up boxes, normal office range of motion

Lifting: yes no **Frequency:** Continual Often Infrequently Never

Examples: Picking up boxes, picking up paper reams

Sedentary/sitting: yes no **Frequency:** Continual Often Infrequently Never

Examples: Sitting at desk, driving or riding in vehicles

PHYSICAL REQUIREMENTS (continued):

Standing: yes no **Frequency:** Continual Often Infrequently Never

Examples: Standing on carpeted areas and on cement when in the Agency's vault area

Repetitive motion: yes no **Frequency:** Continual Often Infrequently Never

Examples: Operation of equipment such as computer keyboard, telephone, typewriter, etc.

WORK ENVIRONMENT:

Generally, work is within the Agency Operations Center in an environment where the temperature is controlled. The majority of the Accounting Department members work within an open space or in the confines of a cubicle. The Accounting Department is located off the Agency's secured lobby area, and the front counter at which customers and visitors are greeted is enclosed with bullet-deflecting acrylic sheeting. Lighting is overhead, and there is a music/paging system which is on and operating throughout the work day. There are a number of pieces of office equipment that operate within the confines of the Accounting area, including, but not limited to: telephones, main switchboard, computers, computer printers, calculators.

I have reviewed this Job Description with my Supervisor and received a copy.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.