

**ACCOUNTING CLERK II**

*This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include all** duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION**

Is primary payroll and accounts payable clerk. Under general supervision, provides a variety of routine to moderately difficult financial, statistical and accounting support. May perform general office support duties including typing, word processing and filing. Performs related work as assigned. This is the experienced level class of this series.

**DISTINGUISHING CHARACTERISTICS**

The **Accounting Clerk II** position is distinguished from the Accounting Clerk I (entry-level) position in that it requires knowledge and experience in payroll and accounts payable functions, basic accounting principles, and proficiency in spreadsheet, word, and database programs. The Accounting Clerk II position performs payroll and accounts payable functions with little supervision. The Accounting Clerk II position is distinguished from the Junior Accountant position in that the Junior Accountant requires more formal accounting training and is responsible for more difficult, complex and detailed accounting support duties.

**SUPERVISION RECEIVED**

Receives direction and supervision from the Accounting Supervisor.

**ESSENTIAL DUTIES** (include but are not limited to the following)

Process bi-monthly payroll including employee set-up, timesheet input, balance and edit timesheets, print paychecks, transmit direct deposits, prepare payroll taxes, PERS reporting, and other payroll related duties. Process vendor invoices, , obtain appropriate approvals, code vendor numbers, account and job numbers, data entry, reconciliation of input, disbursement report for Board of Directors. Prepares routine reports from established computer programs. Under supervision, researches payroll, accounts payable and other accounting subjects and presents data in a form appropriate to satisfy fluctuating requirements. This position is characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances. As experience is gained, there is greater independence of action within established guidelines.

**OTHER DUTIES**

Helps train substitute personnel in the performance of the functions of the position. Performs other duties as assigned.

**QUALIFICATIONS** (The following minimum qualifications are necessary for entry into the class)

Education/Experience

Any combination of education and experience equivalent to possession of a high school diploma, or its equivalent, and four years' experience in payroll/accounts payable work. Basic knowledge of accounting principles and methods. Basic knowledge of spreadsheet and database programs.

Approved by	CD
Date	6/12

Knowledge/Skill/Ability

Ability to operate standard office machines and make arithmetical calculations with speed and accuracy; to write neat, clear, accurate and concise reports; to type accurately. Ability to utilize computers in support of routine job responsibilities including performing inquiries. Ability to utilize personal computers for word processing, spreadsheet, database and other required work.

License/Certificate

Possession of a valid Class C California driver's license.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

Position requires working in a standard office environment and involves prolonged sitting, repetitive motion, walking, kneeling, squatting, stooping, turning, bending and upper body twisting in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data and using a computer keyboard. Additionally, the position requires near and far vision in reading statistical data and using the computer, and hearing is required when providing phone service. Incumbents may be required to lift files, papers and reports weighing up to 25 pounds

**OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."