



CLASS SPECIFICATION

ACCOUNT CLERK

Class Code:	17775
Date Est:	09/2014
Last Rev:	09/2026
Last Title Chg:	07/2021
FLSA:	Non-exempt
Probation:	12 Months

DEFINITION

Under direction, performs a variety of technical and clerical accounting duties involved in maintaining specialized and complex fiscal, accounts payable, accounts receivable, billing, and financial records; assists in the preparation, analysis, performs a range of administrative and support duties, and other related financial transactions; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years full-time experience maintaining financial records and accounts; OR an equivalent combination of related training and experience.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

- Maintain and reconcile a variety of ledgers, reports and accounting records; examine, research, analyze and correct accounting transactions to resolve problems and ensure accuracy; prepare journal entries to adjust and correct errors in accounting records; perform accounting system processes for month-end, fiscal year-end and calendar year-end.
- Manage the ProCard program, including responding to questions, reviewing receipts and supporting documentation, resolving issues, entering transactions in SAP, attaching invoices and receipts, coding transactions to the appropriate cost center and general ledger and documenting the business purpose of each transaction.
- Perform accounts payable functions, including receiving, reviewing, coding, auditing, matching, and processing invoices and payment requests; verify authorization, supporting documentation, mathematical accuracy, account coding, receipt of goods or services, and compliance with purchasing requirements; research and resolve invoice, purchase order, vendor, credit, and payment discrepancies; obtain required approvals; monitor transactions through the payment process; respond to payment-status inquiries; prepare approved payments for submission to the County Comptroller; and assist with year-end review of outstanding invoices and open purchase orders.
- Perform assigned billing and accounts receivable functions, which may include medical or insurance-related billing, payment posting, account reconciliation, research, and resolution of billing discrepancies.
- May serve as the designated backup to the CFO for processing or administering authorized ACH and wire transactions in accordance with established internal controls.
- Monitor and balance assigned accounts, verify availability of funds and expenditure coding; review and reconcile reports and budgets with related financial data; audit and verify information, including source data and department data; assist with budget preparation.
- Maintain apparatus and vehicle records for Fleet, including ordering fuel cards and insurance cards, tracking titles and registration, and assigning vehicle or apparatus identification number.
- Prepare and analyze a variety of routine fiscal reports, statements, and schedules.
- Perform purchasing and vendor administration functions, including coordinating vendor setup and required documentation, submitting and monitoring purchase orders for general operations, and coordinating corrections, changes, or closures with vendors, District staff, and County purchasing personnel.

- Perform related fiscal and administrative support duties, including researching and assembling information, maintaining records and supporting documentation, entering and retrieving information in applicable computer systems, ordering supplies, and maintaining inventory.
- Reconcile travel per diem expenses; prepare and track documentation for tuition reimbursement to employees.
- Processes cash desks, record and reconcile receipts, post transactions to designated accounts, and prepare deposits.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

- District policies and procedures.
- Laws, rules, regulations, internal controls, confidentiality requirements, and procedures applicable to assigned accounting, accounts payable, purchasing, accounts receivable, billing, cash handling and financial functions.
- Accounting and financial recordkeeping practices applicable to account reconciliation, expenditure coding, journal entries, fiscal reporting, and month-end and year-end processing.
- Accounts payable, purchasing, billing, accounts receivable, revenue collection and refund practices and procedures applicable to assigned functions.
- Automated financial management, accounts payable, purchasing, billing, document management, and other computer systems utilized by TMFPD.

Ability to:

- Understand the organization and operations of TMFPD and the roles of outside agencies involved in assigned financial processes.
- Interpret and apply applicable laws, regulations, administrative requirements and district policies and procedures related to assigned financial functions.
- Respond to inquiries from employees, vendors, County personnel, the public, and other outside entities regarding assigned financial, purchasing, billing, payment and refund processes.
- Review, code, match, verify, and process invoices, purchase orders, payment requests, and related financial documentation accurately and in accordance with established procedures and internal controls.
- Research and resolve routine discrepancies involving invoices, purchase orders, vendor accounts, account coding, payments, billing, cash handling, refunds, and related financial records.
- Reconcile assigned accounts and financial records; identify discrepancies; and prepare routine fiscal reports, schedules, and supporting documentation.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

- Accounting and bookkeeping methods, practices, principles and procedures applicable to financial transactions and recordkeeping.
- Cash handling and banking procedures.
- Modern office practices, equipment, and automated financial, purchasing, billing and recordkeeping systems.
- Principles and techniques used in dealing with the public.

Ability to:

- Perform technical and clerical accounting work; prepare, review, and maintain financial records, invoices, reports, statements, receipts, refunds, and supporting documentation.
- Read, interpret and apply policies, procedures and instructions.
- Accurately calculate, record, code, balance, reconcile, and verify assigned financial transactions.

- Identify routine discrepancies in financial records and supporting documentation and obtain or research information necessary for resolution.
- Organize and prioritize multiple assignments to meet assigned schedules, deadlines, and payment timelines.
- Communicate clearly and concisely, both orally and in writing, and respond professionally to employees, vendors, outside agencies, and the public.
- Operate standard office technology and use spreadsheet, financial, purchasing, billing, document management, communication, and other business software necessary to perform assigned duties.
- Maintain the confidentiality and security of sensitive, financial, personnel, medical, and other protected information in accordance with applicable policies, procedures, and legal requirements.
- Establish and maintain effective working relationships with employees, vendors, outside agencies, and others contacted in the course of work.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

- Ability to work in a standard office environment.
- Ability to remain at a workstation for prolonged periods while performing computer-based and administrative work.
- Ability to frequently use a computer, keyboard, mouse, 10-key by touch, telephone, and other standard office equipment.
- Ability to occasionally stand, walk, bend, reach, and move or carry files, supplies, or other office materials.
- Ability to communicate sufficiently to exchange information in person, by telephone, and through electronic communication.

This class specification is the official and controlling description for this classification and supersedes all prior versions and is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.