



## CLASS SPECIFICATION

### ACCOUNT CLERK

Class Code: 17775  
Date Est: 09/2014  
Last Rev: 07/2021  
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 or complex fiscal records; assists in the preparation, analysis, and review of budgets 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.

#### **LICENSE OR CERTIFICATE**

None

#### **SUPERVISION EXERCISED**

May provide lead direction over support staff.

**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 month end, fiscal year end and calendar year end accounting system processing.

Manage ProCard program to include answer questions, review receipts, resolve issue, entry in SAP to include attach a copy of the invoice, code transaction to the correct cost center & general ledger and write a memo of what the transaction is for.

Banking back-up to CFO for ACH & Wires.

Monitor and balance various accounts, verifying availability of funds and classification of expenditures; review and reconcile reports and budgets with related financial data; audit and verify information, including source data and department data; assist with budget preparation.

Attend management meetings, attend Board of Fire Commissioner (BOFC) meetings, review staff reports and do intake of public comment at BOFC.

Research and assemble information for the completion of forms.

Maintain apparatus files for Fleet to include, order fuel cards and insurance cards, title and registration tracking, assign vehicle or apparatus identification number.

Prepare and analyze a variety of routine fiscal reports, statements, and schedules; prepare new-year, mid-year, and year-end reports.

Establish and maintain complete files and records related to assigned function.

Input and retrieve fiscal and statistical information using a computer terminal.

Vendor problem resolution, new vendor set up for purchase requests sent to County purchasing team.

Reconciles travel per diem; prepares and tracks documentation for tuition reimbursement to employees.

Submit purchase orders for general operations including office supplies and fuel; sort, audit, match and distribute invoices and monthly statements from vendors; compare invoice to purchase order; verify extensions, quantity received and freight charges; process for proper approvals for payment; take proper discounts; confer with vendors as necessary; prepare payments for submission to the County Comptroller.

Serve as cashier; receive cash by mail or in person; record receipts; reconcile and post receipts to specified accounts; prepare deposits.

Perform other clerical duties: typing, maintaining files and records, processing mail, order supplies, maintains inventory, prepare invoices and purchase orders for payment; make travel and lodging arrangements.

### **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 and procedures applicable to assigned position.

A variety of human resources, payroll and labor related codes and ordinances including the Fair Labor Standards Act, PERS, NRS and collective bargaining agreements.

Terms and acronyms commonly used in assigned function.

Automated financial management and staffing systems utilized by TMFPD.

#### **Ability to:**

Operate 10-key calculator by touch.

Understand the organization and operation of TMFPD and outside agencies necessary to assume assigned responsibilities.

Interpret and apply pertinent laws, codes, and regulations including administrative and district policies and procedures.

Respond to requests and inquiries from the public and TMFPD personnel related to the policies and procedures of assigned function.

**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, and their application to a variety of accounting transactions.

Cash handling and banking procedures.

Modern office methods, procedures, and equipment including computer equipment.

Automated financial management systems.

Principles and techniques used in dealing with the public.

**Ability to:**

Perform the technical and clerical accounting work including establishing and maintaining a full range of financial records and files.

Prepare, examine, and verify a full range of financial statement, documents, analyses, and reports.

Read, interpret and apply policies, procedures and instructions.

Accurately tabulate, record, balance, and audit assigned transactions.

Handle multiple concurrent projects and manage priorities and tasks to meet schedules and timelines.

Maintain confidentiality of sensitive information and data.

Communicate clearly and concisely, both verbal and in writing.

Type and enter data at a speed necessary for successful job performance.

Operate modern office machines and equipment including calculators or adding machines, word processors, computers, typewriters, printers, copiers, and FAX machines.

Create and maintain computer spreadsheet applications.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Operate modern office machines and equipment including adding machines, word processors, computers, typewriters, printers, copiers, calculators and FAX machines; routinely use a full range of spreadsheet computer software applications.

Ability to work in a standard office environment.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*