

## City of Oregon City

## Position Description

Position: Accounting Clerk II	AFSCME Union
Department: Finance Department – City Hall	FLSA: Non-exempt
Reports to: Finance Director	Salary Grade: 21

### **Summary**

Performs regularly recurring and standardized duties associated with verifying, reviewing, and entering data to computer-aided financial accounting systems.

### **Distinguishing Career Features**

This position represents the second level in an Accounting clerical career ladder. The Accounting Clerk II requires two years of experience as an Account Clerk I or equivalent and demonstration of the following skills and abilities: advanced keyboarding skills as evidenced by competency in accessing and entering high volumes of alpha and numeric data and the ability to rapidly perform arithmetic calculations. Advancement to Accounting Clerk II also requires compliance with the stated qualifications and a demonstrated competency in all forms of accounts payable and receivable, including those for licenses, fees, and taxes. Advancement to Accounting Technician is possible with demonstrated knowledge of the computer-aided accounting system and codes as well as the ability to process a full range of financial transactions and adjustments for complete categories of account such as accounts payable.

### **Essential Duties and Responsibilities**

- Receives and posts charges for services provided by or claims from the City. Prepares invoice and account information. Reviews, verifies, and processes bills, claims, expense vouchers, remittances, disbursements and other straightforward and recurring documents related to financial transactions. Forwards completed documents to other accounting functions as appropriate.
- Accepts applications and fees for business licenses. Provides orientation and instruction to prospective business owners regarding licensing and reporting requirements.
- Verifies documents for accuracy and completeness of specific entries and information, sets up and maintains business license and other document files, posting changes or follow-up transactions to keep files up-to-date.
- Calculates totals, discounts, extensions, interest charges, fees, penalties, etc., using specifically defined arithmetic formulas.
- Performs routine data entry from source documents into established accounting programs using standing instructions. May code transactions into proper account classification using instruction manuals for support.
- Reviews office supply inventories, refilling and ordering within established parameters.
- Searches files and records for readily identifiable account information. Lists or tabulates

information from documents where knowledge of the subject matter is not required.

- Prepares documents such as invoices, account statements, checks and distributes to others for further action.
- May assist other accounting functions such as customer accounting.
- Serves as a cashier, accepting and disbursing funds for a variety of sources such as fees, fines, and purchased services.
- May prepare bank deposits and reconcile bank statements.
- May sort and deliver incoming departmental mail and prepare outgoing mail.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### ▪ **Knowledge and Skills**

The position requires basic knowledge of bookkeeping and accounting practices, accounting data entry, clerical and office procedures and methods, business mathematics and record keeping. Requires a working knowledge of personal computer operations, common desktop productivity software such as spreadsheets and word processing, and data entry screens. Requires a working knowledge of business licensing and taxing procedures. Requires knowledge of computer-aided data entry programs accompanying accounting systems. Requires skill at entering alpha-numeric data onto a preformatted data entry screen. Requires sufficient math skill to calculate totals, percentages, ratios, and portions. Requires sufficient human relation skills work as part of a team and cooperatively with internal and external customers.

### ▪ **Abilities**

Requires the ability to learn and access the computer-aided accounting data entry programs used by the department. Requires the ability to apply and interpret policies and procedures for business licensing. Requires demonstrated ability to enter data onto standardized formats using computerized data base programs by using keyboards, basic keyboarding or 10-key skills and calculators. Requires the ability to rapidly perform basic arithmetic operations. Requires the ability to post numeric data into proper account classifications. Requires the ability to work as contributing member of a team, work productively, patiently, and cooperatively with other teams and external customers, and convey a positive image of the City and its services.

### ▪ **Physical Abilities**

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time and to move about various campus locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires sustained repetitive motions and manual and finger dexterity to write, operate a microcomputer, use a pointing device, keyboard, 10-key pad, and operate other office equipment.

- **Education and Experience**

The position requires completion of a high school curriculum with emphasis in bookkeeping and 3 years of experience in a production oriented record keeping, cashiering, or similar function.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.