

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Account Clerk I Account Clerk II	Job Family: 5 5
General Classification: Front-Line	Job Grade: 7 11

Definition: To perform a wide variety of responsible clerical and technical accounting duties in the preparation, maintenance, and processing of accounting records and financial transactions, including accounts payable, accounts receivable, utility billing, business license, cash receipting, and payroll.

Distinguishing Characteristics:

Account Clerk I—This is the entry-level class in the Account Clerk series. Positions at this level perform a variety of the less difficult duties and with experience perform a wider variety of more difficult tasks requiring greater skill and having greater responsibilities. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the Account Clerk II level. Since this class is typically used as a training class, employees may have only limited or nondirectly related work experience. Employees work under immediate supervision while learning job tasks.

Receives immediate supervision from the Accounting Manager, Revenue Manager, Accounting Technician, or other supervisory staff. Provides support to other classifications in their respective section.

Account Clerk II—This is the full journey-level class of the series. Positions at this level perform a variety of more difficult and responsible duties on behalf of the department operation. This class is distinguished from the Account Clerk I by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Account Clerk I level.

Receives general supervision from the Accounting Manager, Revenue Manager, or higher-level accounting clerical and professional personnel. Provides support to other classifications in their respective section.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Perform a variety of clerical accounting duties in the preparation, maintenance, and processing of accounting records and financial transactions, including accounts payable, accounts receivable, utilities revenue, and payroll functions.
2. Maintain the necessary accounting records to support processed transactions related to area of assignment.
3. Reconcile records of area of assignment; verify accounting entries to ensure accuracy.
4. Process, code, enter, and verify numerical or financial data related to area of assignment.
5. Assist in the preparation of routine technical reports and documentation related to area of assignment; compile and prepare routine reports.
6. Collect and compile statistical and financial data for special reports.
7. Respond to and resolve inquiries from internal and external individuals related to area of assignment.
8. Assist in the preparation of journal entries as instructed.
9. Compare and audit information received from internal and/or external individuals for compliance with City policies and procedures.
10. Perform related duties as assigned.

Minimum Qualifications:

Account Clerk I

Knowledge of: Basic bookkeeping procedures; basic mathematics; English spelling, usage, grammar, and punctuation; modern office practices, procedures, and computer equipment, which includes a 10-key calculator and Microsoft Office Suite.

Ability to: Learn financial recordkeeping principles and practices; learn basic governmental and fund accounting practices as is pertinent to assigned position; learn basic accounting principles; learn to use a computer-based accounting system and relevant software; collect, compile, and verify accounting data; maintain neat

and accurate files and records; make arithmetical calculations, postings, and comparisons rapidly and accurately; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Account Clerk II

In addition to the minimum qualifications for Account Clerk I:

Knowledge of: Principles and practices of business functions and financial recordkeeping; basic governmental fund accounting principles as is pertinent to assigned position; modern office procedures and equipment, including computer-based accounting systems.

Ability to: Understand and interpret principles, laws, and procedures involved in fiscal recordkeeping and accounting functions including City policies, contracts, ordinances, and resolutions; plan and organize work to meet deadlines on a timely basis; perform job tasks with minimal supervision; operate a computer terminal for data entry, inquiry, and report generation.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Account Clerk I

One year of responsible clerical, accounting clerical, or administrative/business experience. Equivalent to the completion of the 12th grade.

Account Clerk II

One year of experience comparable to that of an Account Clerk I in the City of Mountain View. Equivalent to the completion of the 12th grade. Possession of an associate of arts degree in accounting or a closely related field is highly desirable.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid California Driver License.

Established: January 1994

Revised: April 2014