

Supervising Account Clerk I

Definition

Under general supervision, to supervise and review the work of a small clerical staff producing fiscal or statistical records and controls, or to supervise and review a moderately sized clerical staff engaged in routine payroll, accounts payable, or other fiscal or statistical procedures; to compile moderately complex clerical accounting reports that may or may not be based on data produced by subordinates.

Distinguishing Characteristics

Supervising Account Clerk I is distinguished from the higher class of Supervising Account Clerk II in that Supervising Account Clerk II supervises a clerical unit engaged in more complex and varied accounting procedures, compiles more complex accounting reports, and exercises more authority over procedures within the unit.

Typical Tasks

- Interviews and recommends hiring, schedules and assigns work, and trains new workers;
- Confers with banks and vendors about requirements for equipment or documents;
- Maintains logs of documents processed and checks for accuracy;
- Answers difficult inquiries from departmental staff concerning fiscal procedures;
- Distributes charges;
- Reconciles certain accounts;
- Prepares or checks data, processing forms for accuracy;
- Attends regular department meetings to learn new procedures;
- Assists auditors with inquiries;
- Produces moderately complex fiscal-related reports;
- Summarizes and makes reports from data produced by subordinates or others;
- May be assigned as a Disaster Service Worker, as required;

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- Performs related duties, as required.

Employment Standards

Sufficient education, training, and experience to demonstrate the possession and direct application of the following knowledge and abilities:

Training and Experience Note: The knowledge and abilities required to perform these duties are attained through possession of a high school diploma,

AND

Three (3) years of clerical accounting experience, including one (1) year of lead or supervisory experience. The lead or supervisory experience may be inclusive of the clerical accounting experience.

Twenty (20) semester units or thirty (30) quarter units of college-level accounting-related coursework may be substituted for one (1) year of the required clerical accounting experience.

Special Requirements

- Some positions may require Live Scan screening as part of the background check process.

Knowledge of:

- Principles and techniques of supervision and training;
- General office practices and procedures;
- Office methods and equipment;
- Clerical bookkeeping and accounting principles and terminology used in fiscal recordkeeping and reporting systems;
- Basic arithmetic;
- Computer applications, such as word processing, spreadsheets and/or databases.

Ability to:

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- Supervise, train, assign, and review the clerical accounting work of subordinates;
- Maintain moderately complex financial or statistical data and records;
- Accurately compile moderately complex accounting reports and summaries from fiscal data;
- Reconcile accounts and reconstruct a moderately complex accounting records trail in order to correct errors or reasons for imbalance;
- Establish and maintain cooperative working relationships with subordinates, management, and others contacted in the course of work;
- Operate calculators, adding machines, and other standard office equipment accurately and rapidly;
- Prepare simple forms and schedules.

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