

Supervising Account Clerk II

Definition

Under direction, to plan, organize, and supervise the work of a clerical staff engaged in maintaining a variety of difficult and complex accounting or bookkeeping records, controls, and reports; to produce complex, varied, and difficult final reports from worksheets or data produced by subordinates.

Distinguishing Characteristics

Supervising Account Clerk II is distinguished from the lower class of Supervising Account Clerk I in that the clerical accounting work supervised is more complex, more diversified, and includes a broader range of accounting controls. In addition, Supervising Account Clerk II positions compile more complex accounting reports and are responsible for the entire accounting-related procedures within the unit.

Typical Tasks

- Interviews and hires or recommends hiring;
- Schedules, assigns, and reviews work;
- Counsels subordinates;
- Trains workers or assigns others to train;
- May assist subordinates with the most complex assignments or fill in as required;
- Compiles fiscal data;
- Produces complex financial reports and summaries;
- Prepares complex reports to justify funding requests;
- Trains and explains reporting procedures to contract agencies funded by grants;
- Informs departments of changes in data processing procedures;
- Identifies errors and makes necessary corrections;

Supervising Account Clerk II

- Initiates changes in reporting or unit procedures;
- Balances and reconciles unit's revenues;
- May balance tax collection to monies deposited and to collections processes;
- May explain medical or other billing procedures to departmental or agency personnel and handle difficult inquiries from patients or clients;
- May process real property bankruptcies and check accounting procedures on legal garnishments, bankruptcies, and other documents;
- May be assigned as a Disaster Service Worker, as required;
- 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 training and experience equivalent to the possession of a high school diploma;

AND

Four (4) years of clerical accounting experience, including one (1) year lead or supervisory experience. The lead of 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;

Supervising Account Clerk II

- 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:

- Supervise, train, plan, organize, schedule, review, and evaluate difficult clerical accounting work of others;
- Learn and interpret specific governmental fiscal procedures, data processing fiscal procedures, and, in some positions, reporting requirements of funding agreements;
- Deal effectively with personnel from funding agencies, banks, and other departments;
- Understand and apply complex clerical accounting procedures and controls;
- Accurately compile complex clerical accounting reports from a variety fiscal data;
- Establish and maintain cooperative working relationships with subordinates, superiors, 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.

Rev. – 12/13/2018 EG

Rev. – 02/17/2009 AR

Orig. - 07/11/1977