



JOB DESCRIPTION

POSITION:	Account Clerk I
CLASSIFICATION:	Civilian
POSITION RANGE:	#18
REPORTS TO:	Personnel Officer
FLSA STATUS:	Non-Exempt

General Statement of Duties

Under administration of the Personnel Officer and overseen by the Accountant II, this classification exists to maintain accurate financial records within the AJFD. Responsibilities include performing a variety of complex clerical and entry-level bookkeeping and accounting tasks, applying accepted procedures to the preparation and maintenance of accounting and other records, and preparing financial, statistical and/or technical reports. Work is performed according to established procedures, and reviewed and/or monitored frequently until familiarization with accounting procedures is achieved.

Essential Functions

- Posts financial transactions to the appropriate ledgers or journals.
- Makes mathematical calculations rapidly and accurately.
- Reviews, corrects, classifies and prepares accounts payable for accuracy and completeness.
- Reviews, corrects, classifies and prepares accounts receivables for accuracy and completeness.
- Prepares and mails bills or statements to vendors, customers/public and employees.
- Collects money from customers/public or through the mail for fees, permits, deposits, and other revenue sources.
- Assists in balance accounts; prepares summary of balances, cost information or other reports as requested for use in preparing financial statements.
- Assists payroll staff with preparing, proofing and processing payroll transactions.
- Prepares checks.
- Files and maintains accounting records.
- Assists administrative staff with receiving, screening, and directing telephone calls and/or the public to the appropriate employees/persons.
- Remain in a sitting position and operate standard office equipment for extended periods of time.
- Move heavy objects (50 pounds or more) long distances (more than 20 feet).
- Stoop or bend repeatedly to place or retrieve objects from filing shelf, cabinet and/or storage four (4) feet or lower.

- Work safely without presenting a direct threat to self or others.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless internal and external customer service.

Minimum Qualifications (Knowledge, Skills and Abilities)

Knowledge of:

- Bookkeeping theories and practices.
- Office terminology, procedures and conduct.

Ability to:

- Operate standard office equipment and computer software.
- Type with high speed and accuracy.
- Perform a volume of numerical detail work with speed and accuracy.
- Understand and follow complex oral and written instruction and technical or legal terminology.
- Prepare financial and other records in a systematic, neat, legible manner.
- Produce written document with clearly organized thoughts using appropriate sentence structure, punctuation and grammar.
- File documents alphabetically, numerically or chronologically.
- Communicate orally with other employees and the general public personally and electronically.
- Establish and maintain effective working relationships with co-workers, employees, official and the general public.

Required Training and Experience

- High school graduate or its general equivalency, including courses in record keeping/accounting.
- One (1) to Two (2) years of college accounting, specialized training and/or knowledge of accounting involving advanced record keeping; OR
- Any equivalent combination of experience and training that meet the minimum qualifications.

Additional Requirements and Qualifications

- Must be a minimum of 18 years of age.
- Possession of a valid Arizona Drivers License.
- Must provide certified Motor Vehicle Driver Record (MVDR) and pass MVDR/Insurance inquiry.
- Must pass background investigation.
- Must pass pre-employment drug screening.
- Must be a U.S. Citizen or provide proof of employment eligibility to work in the United States.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment or shift.

This job specification should not be construed to imply that these requirements are the exclusive standards for the position. Incumbents will follow any other instructions, and perform any other related duties as may be required by supervisory personnel.