

ACCOUNTING CLERK

NATURE OF WORK IN THIS CLASS:

This is routine account clerical work in the posting to various books of record and verification of computations and review of source documents.

Initially, employees work under close supervision, but work with more independence as procedures are learned. Work is reviewed for accuracy and compliance with instructions.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Posts a variety of data to various accounts from invoices, cash receipts, and supporting documents.

Checks and verifies computations of services and other charges to substantiate billing or invoices; maintains petty cash fund.

Operates bookkeeping or other types of posting machines.

Summarizes routine accounts.

Performs related work as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Ability to make arithmetic computations accurately.

Ability to operate or learn to operate office equipment such as adding machines, calculators, and typewriters.

Ability to operate bookkeeping machines may be required for certain assignments.

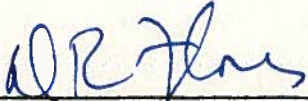
Ability to understand and follow oral instructions.

MINIMUM EXPERIENCE AND TRAINING:

(a) One year of clerical or general work experience involving arithmetic calculations; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

ESTABLISHED: July 1980



DAVID R. FLORES, Executive Director,