

ACCOUNT CLERK III

DEFINITION

Under general supervision, perform the more difficult paraprofessional accounting work in administering one or more major functions of the financial system; supervise the work of assistants; do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class are assigned full responsibility and discretion in administering the activities of one or more complex major functions of the financial system, requiring full knowledge of the financial system. The position requires a high degree of independent judgment and interpretive ability.

EXAMPLE OF DUTIES

Administers one or more complex major functions of the financial system; prepares and analyzes revenue and expenditure budgets; trains, supervises and assigns work to subordinate employees; reviews and recommends improvements in accounting forms, practices, and procedures; initiates, establishes and supervises accounting subsystems for general or selected activities and departments; supervises and coordinates the preparation of computer data input for one or more major financial functions and performs other complex accounting duties as required.

MINIMUM QUALIFICATIONS

Knowledge of: Principles and practices of governmental accounting; office methods, principles and practices of computer accounting systems and their analytical operations; principles and practices of supervision.

Ability to: Establish and maintain a complete set of financial records; prepare financial summaries, reports, and statements; examine and analyze financial documents and reports; originate and develop accounting procedures and forms; read, understand, interpret and explain laws, rules and regulations; effectively operate a personal computer; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

JOB SPECIFICATION
ACCOUNT CLERK III (PAGE 2)

Experience: Five years of increasingly responsible experience in financial accounting work, and a working knowledge of personal computer spreadsheets (Excel is desirable). Nine (9) semester units or fourteen (14) quarter units of college level course work in accounting may be substituted for each year of experience, up to a maximum of two years.

Education: Graduation from high school or equivalent and six (6) semester units or nine (9) quarter units of college financial accounting course work.

R: 2/07