

SENIOR ACCOUNT CLERK

DEFINITION

To lead and perform advanced level accounting clerical and fiscal duties within the areas of payroll and water billing; to prepare and/or monitor appropriate accounts; and to perform specialized accounting and financial duties within assigned area.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level accounting or supervisory personnel.

May exercise functional and technical supervision over accounting clerical staff positions.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

When assigned to any area:

Provide technical information and instruction regarding applicable procedures and methods; interpret and explain rules and regulations; answer questions and resolve problems or complaints.

Research background information; compile and prepare a variety of statistical and financial reports.

Research and answer department questions regarding status of accounts, the proper coding of transactions and other matters.

Audit and maintain files and records; prepare periodic reports.

Operate a computer terminal in performing assigned duties.

Perform special assignments as requested.

Assist in other accounting areas as required.

Perform related duties as assigned.

When assigned to Payroll:

Perform a variety of technical and clerical accounting duties involved in the processing of the City's payroll; input and verify payroll related computer input and output; run computer programs to produce payroll reports; prepare journal entries.

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Senior Account Clerk (Continued)

EXAMPLES OF DUTIES

When assigned to Payroll:

Post and maintain payroll related employee data in a timely and accurate manner; initiate necessary payroll deductions for benefits and related items; audit payroll deductions and earnings registers for accuracy.

Compute and interpret miscellaneous forms of compensation and deductions; compute and prepare adjustments and special payroll checks.

Review timesheets; reconcile totals; balance and verify data.

Prepare Federal and State taxes for deposit; prepare and reconcile quarterly federal and state tax reports; prepare bi-weekly retirement reports.

Analyze, calculate and prepare for payment employee health and life insurances; monitor deferred compensation reports.

Provide technical information and instruction to personnel regarding procedures and methods involved in processing payroll; interpret and explain rules and regulations regarding payroll.

When assigned to Water Billing:

Process orders for initial installation of water service, water meters, connections and changes in billing; process orders for discontinuing water service.

Research and answer inquiries regarding utility codes and usage; review meter reads and compute usage; distribute orders for rereading meters.

Collect and process water deposits; process signature cards for billing information.

Schedule and prepare routes for meter readers; serve as liaison between meter reading and utility billing staff; prepare and modify rate tables as needed.

Contact customers regarding returned checks; collect account balances; locate and collect past due accounts; establish payment plans.

Process returned mail and address changes; process incoming mail; answer routine correspondence.

Assist in new tract service; complete forms, process checks and total services.

Process refund credit for closing accounts; prepare journal vouchers.

Edit billing computer runs; identify and research discrepancies.

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QUALIFICATIONS

Knowledge of:

Principles and practices of financial record keeping and reporting

Accounting principles and procedures.

Principles and practices of utility billing is required for some positions.

Modern office methods, procedures and equipment.

Principles and practices of payroll accounting is required for some positions.

Ability to:

Understand, interpret and communicate the principles, rules, regulations, and procedures involved in the area of assignment.

Maintain a variety of records and files.

Train and direct accounting clerical personnel.

Implement applicable procedures.

Operate a typewriter, calculator, computer terminal and other office equipment.

Communicate clearly and concisely, both orally and in writing.

Type at a speed necessary for successful job performance.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in the maintenance of financial and related statistical records.

Training:

Equivalent to completion of the twelfth grade supplemented by courses in accounting or business practices.