Accounting Clerk I

Job Code 00007022

General Description
Responsible for performing entry-level clerical accounting duties.

Examples of Duties
Verify accounting data for accuracy.
Verify, update and maintain files for computer-generated documents.
Sort, stamp, log and distribute mail to designated staff.
Enter financial information into computer.
Maintain deposit log used for account balancing by posting departmental receipts.
Prepare financial reports.
Answer phone and transfer calls or take messages.
Greet and assist customers and visitors from other departments as appropriate.
Maintain logs using automated spreadsheets for audit control.
Post payments to proper accounts, providing documentation as necessary.
Prepare activity and status reports.
Prepare receipts for customers.
Balance cash drawers.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of:
mainframe and/or desktop-based automated spreadsheets used in assigned department; basic accounting principles; department’s procedures and standards.
Skill in:
dealing with customers.
Ability to:
read and verify documents, spreadsheets, and logs for accuracy; maintain spreadsheet data; complete forms; calculate interest and origination fees; balance cash drawers and deposits; interact courteously with visitors and staff; work within strict time lines with numerous interruptions; maintain effective filing systems.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Revised 09/18/2012