



JOB TITLE	DEPARTMENT	REPORTS TO
Senior Accounting Clerk	Business Services	Director of Finance

Position No: 75089	Length of Work Year: 12 Months
Salary Schedule: V2H	Date Approved: 8/26/97
FSLA: Non-Exempt	Date Revised: 8/15/15

JOB GOAL
To perform advanced and specialized accounting work in compiling, maintaining and verifying diverse statistical, fiscal, purchasing and payroll records and accounts. This position differs from accounting clerk in the more complex procedures are involved and the employee requires a greater depth and working knowledge of bookkeeping and accounting.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High school diploma or equivalent including or supplemented by courses in bookkeeping or accounting. 2. A minimum of three (3) years of responsible account keeping experience or an equivalent combination of training and experience. 3. General office skills, word processing and data entry proficiency tests. 4. Ability to properly apply bookkeeping and accounting principles in actual work. 5. T.A.B.E. test required. 6. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To maintain ledger files, originate accounts receivable statements, maintain receipt books, and make deposits to appropriate accounts. 2. To verify invoice and receipts and where cost accounting is involved, break down charges to individual accounts or projects. 3. To operate, when necessary, all standard types of office machines, including posting machines. 4. To enter data as necessary. 5. To examine financial records for accuracy and completeness according to prescribed standards. 6. To perform assigned tasks in a timely and efficient manner. 7. To perform assigned tasks with a high standard of quality. 8. To perform other duties as assigned by the supervisor.

PHYSICAL DEMAND CLASS:
Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.