

**City of San José**  
**CLASS SPECIFICATION**

**Title: Account Clerk I (FT/PT) (1211/1213)**  
**Account Clerk II (FT/PT) (1215/1217)**

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Varies	Varies	Non-exempt

### CLASS SUMMARY

Under immediate (Account Clerk I) to general (Account Clerk II) supervision, performs a variety of accounting and clerical duties involving processing transactions with arithmetic calculations. Batches invoices to proper accounts; posts ledgers; prepares purchase orders and requisitions. Posts, stores, computes prices, pro-rates fees, and issues permits. May serve as a timekeeper for smaller departments. Performs related work as required.

### DISTINGUISHING CHARACTERISTICS

Positions in the Account Clerk I/II class series are flexibly staffed, described as follows:

Account Clerk I - This is the entry-level class in the Account Clerk classification series. This class is responsible for performing routine fiscal clerical tasks such as making arithmetic calculations within assigned accounting operations and/or programs. Positions at this level are not expected to function with the same amount of knowledge or skill level as positions allocated to the Account Clerk II level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence.

Account Clerk II - This is the journey-level class in the Account Clerk classification series responsible for performing the full range of fiscal clerical support for accounting operations and programs. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Account Clerk in that the latter class performs the most complex work assigned to the series, including serving as a lead worker for an assigned accounting program area.

### QUALIFICATIONS

**(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)**

#### Minimum Qualifications

##### **Education and Experience**

###### ***Account Clerk I***

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate).

###### ***Account Clerk II***

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) AND one (1) year of experience in accounting clerical work or office work using arithmetic clerical routines.

##### **Acceptable Substitution**

A bachelor's degree from an accredited college or university may be substituted for the required experience.

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**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Competencies**

**(Needed at entry into the job in order to perform the essential duties.)**

- Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with financial management system (FMS) or other accounting system and with common business computer applications including but not limited to: MS Outlook, MS Word, and MS Excel.
- Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Customer Service - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- Flexibility - Makes effective decisions and achieves desired results in the midst of major changes in responsibilities, work processes, timeframes, performance expectations, organizational culture, or work environment.
- Multi-Tasking - Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).
- Reliability - Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.

<b>DUTY NO.</b>	<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>	<b>FREQUENCY*</b>
1.	Using well-established procedures and practices, processes payment documents; maintains petty cash funds; may serve as timekeeper for small departments; accepts and records revenue; prepares statements and bills; maintains records; and processes and verifies claims.	Daily/Several Times
2.	Operates and utilizes a variety of standard office equipment, including but not limited to computers, printers, scanners, phones, calculators, fax, software programs, and accounting machines and equipment.	Daily/Several Times

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DUTY NO.	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
3.	Assists customers with getting correct account information, account balances to process their payments and other questions by calling the department or directing them to the correct locations for clarification.	Daily/Several Times
4.	Batches invoices to proper accounts; posts ledgers; maintains equipment inventory lists and conducts periodic audits; prepares purchase orders and requisitions; and handles extensions, invoices, bills, vouchers and other fiscal documents, verifying their accuracy and completeness.	Daily
5.	Accepts payments, writes receipts and deposit slips; posts, stores, computes prices, pro-rates fees, and issues permits.	Daily
6.	Undertakes routine fiscal clerical duties such as performing arithmetic calculations, checking and balancing simple accounts, and posting data to various accounts.	Daily
7.	Participates in preparing personnel payroll, time cards or shift changes by preparing cards, entering changes affecting status or amount, computing net changes or charges and tabulating; audits a variety of timekeeping actions and generates/prepares payroll related reports.	Daily
8.	Participates in inventory, records of supplies, filing of fiscal-related documents, and general office related tasks.	Weekly
9.	Performs other related duties as required.	As Required

\*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

### **PHYSICAL/ENVIRONMENTAL ELEMENTS**

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

In an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Be exposed to moderate noise levels and controlled temperature conditions;
- Maintain professional demeanor during interactions with staff, customers, and the public.

**CLASSIFICATION HISTORY** Created 3/80 (Formerly Junior Account Clerk), Rev. 7/83, Rev. 8/97, Rev. 08/18, Rev. 02/21; s0004