

NATURE OF WORK

This is complex bookkeeping and clerical work.

Work involves the performance of a variety of clerical and accounting tasks connected with maintaining the financial and accounting records of the City. Work in this class involves duties of greater complexity, assignments are performed with general supervision, and incumbents make independent decisions based on established policies or regulations. Work is evaluated on basis of accuracy of the product and adherence to policies and procedures.

ILLUSTRATIVE EXAMPLES OF WORK

Maintains general books of accounts, according to established account classification, and establishes new or revised classification, and establishes new or revised classifications when necessary; including cash books, voucher registers, general ledgers, and journals; posts entries from supporting records; make adjusting entries.

Audits vouchers and expenditure documents prior to payment, for accuracy and compliance with established policies or regulations.

Keeps tax receivable accounts, prepares reports on collections; posts to the general ledger; prepares trial balances; and prepares statements.

Maintains cash accounts, and allocates cash items to the appropriate classifications.

Assists accounts or accounting technicians in preparation and revision of budget, operating or fiscal accounting reports and statements.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the fundamentals and principles of bookkeeping and some knowledge of accounting.

Considerable knowledge of accounting office procedures and standard accounting office machines.

Some knowledge of automatic data processing as related to the municipal accounting system.

Ability to audit invoices and various types of expenditure vouchers.

Ability to make mathematical computations accurately.

DESIRABLE EDUCATION AND EXPERIENCE

Completion of two years of accredited college work with major course work in accounting public administration, or related fields.

Two years' experience as an accounting clerk. |

Appropriate experience in the accounting field may be substituted for the educational requirement above high school on the basis of two years experience for one year of college.