

CITY OF HERMOSA BEACH
Class Specification

SENIOR ACCOUNT CLERK

DEFINITION

Under general supervision, to perform a wide variety of complex technical and clerical accounting work involved in performing financial, statistical, and record keeping duties in support of assigned accounting system, function, or program area ~~including in the areas of accounts receivable, of~~ accounts payable, ~~and payroll~~; to operate specific data processing or office equipment; to provide information and assistance to the general public and City departments; to maintain files and records; to participate in the preparation of various reports; ~~to act as Deputy City Treasurer as assigned~~; to perform a variety of technical tasks relative to assigned area of responsibility; and may supervise other office personnel.

EXAMPLES OF DUTIES

Performs a variety of responsible technical accounting and financial office support duties in support of assigned accounting system, function, or program area including in the areas of ~~accounts receivable, accounts payable, and payroll~~; prepares, maintains, and/or verifies a variety of accounting, financial, and statistical records, ledgers, logs, and files; gathers, assembles, tabulates, enters, checks, verifies, balances, adjusts, records, and files financial data; codes data according to prescribed accounting procedures; reviews information to ensure accurate reporting; establishes and maintains various files and records; performs data entry ~~including posting information to various city accounts and funds~~; assists in the preparation of financial, accounting, and statistical statements, analyses, documents, and reports; ~~takes custody of cash and valuable documents and access thereto, while acting as Deputy City Treasurer~~; ~~assists the City Treasurer in the administration of the City's investment program including compiling data for monthly, detailed report of investment activity, projecting daily and long term cash flow, reviewing and monitoring central cashiering, banking, accounting and record keeping operations, and reviewing transactions for proper revenue account classifications~~; ~~performs duties in support of the City's accounts receivable function including generating invoices, reviewing for accuracy and proper authorizations and account codes, entering customer information into billing system and assembling related documents~~; performs duties in support of the City's accounts payable function including receiving incoming invoices for payment and reviewing for accuracy and proper authorizations and account coding, researching discrepancies, and ensuring that payments are included and processed in a timely manner; review invoices for use tax accrual and correct 1099 reporting; prepare 1099s and use tax return; ensure invoices and purchase orders follow purchasing policies; assist other departments with vendor and contract questions; ~~perform a variety of payroll functions including inputting employee time sheets and verifying hours and time off, updating employee leave balances and related payroll records including use of vacation, sick leave, and related benefits, processing payroll checks through financial accounting system, and distributing checks~~; ~~prepare various tax filing accounts and end of the year W-2's~~; performs special projects and studies; collects and compiles statistical and financial data for special reports, as directed. -

QUALIFICATION GUIDELINES

Knowledge, Skills & Abilities: Knowledge of: basic principles, procedures, and methods used in the performance of clerical and technical accounting duties; basic principles and procedures of financial record keeping and reporting; methods and techniques of coding, verifying, balancing, and reconciling accounting records; basic mathematical principles; customer service techniques, practices, and principles; principles and procedures of record keeping and filing; methods and techniques for basic report preparation and writing; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases;; statistical typing techniques. Ability to: perform a variety of technical accounting and office support duties and activities in support of assigned function; perform a variety of accounting, fiscal, and statistical record keeping duties including to prepare, maintain, and reconcile a variety of records and files; post and calculate mathematical computations rapidly and accurately and operate a ten-key calculator with capability to learn other equipment as needed; compile a variety of information and records and exercise good judgment in maintaining information, records, and reports; operate and use modern office equipment including a computer and various software packages; perform tasks in accordance with established policies, regulations and ordinances; establish and maintain effective relationships with the public and fellow employees.

Education and Experience: *Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain this required knowledge would be:*

Educational achievement equivalent to graduation from high school and three years of technical and clerical accounting experience.

Licenses/Certificates: Possession of a valid Class C California Driver's License with a safe driving record is required and must be maintained as valid during the course of employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with extensive public contact and constant interruptions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Approved by the Civil Service Board:

Approved by the City Council: