

SENIOR ACCOUNT CLERK

Definition

Under limited supervision, to independently perform a wide variety of accounting-related duties for a department or agency.

Distinguishing Characteristics

The Senior Account Clerk classification is the advanced journey level in the Account Clerk series. Positions in this class typically report to a manager and work in support of an agency, department or program. In addition to this typical reporting relationship, allocation factors include: working independently to perform a wide variety of accounting-related duties, knowledge of and ability to interpret a variety of laws and regulations, assisting and utilizing a wide variety of contacts, responsibility for agency, departmental or county-wide record-keeping, analysis and reporting of data, auditing the work of lower level Account Clerks and mastery of common office software applications.

Incumbents work independently performing a wide variety of accounting-related duties, such as accounts receivable/payable, purchasing, timekeeping, budgeting, maintenance of petty cash, etc. Incumbents are also expected to know, interpret and apply a variety of policies, procedures, regulations and laws appropriate to the business of their department or agency. They have a wide variety of contacts for the purpose of eliciting and providing information. They are responsible for an agency, departmental or countywide record-keeping function. They are required to gather, analyze and report on data under their control, utilizing a mastery of common office software applications, especially databases and spreadsheets. The Senior Account Clerk audits the work of lower level Account Clerks and may also lead other clerical staff.

Positions in the Senior Account Clerk classification are distinguished from Account Clerk II in Account Clerk II is the journey-level class, works with less independence, performs one or more accounting-related functions and has responsibility for compiling, verifying, and summarizing moderately-complex financial and statistical data from a wide variety of sources and maintain budget controls for several small units or projects.

The Senior Account Clerk is distinguished from the Accountant Assistant in that the Accountant Assistant performs para-professional duties and has a broader level of controls for funding of projects and provides controls and checks for countywide accounting systems. The Accountant Assistant works under the direction of a professional accountant.

Typical Tasks

- Performs a wide variety of technical/complex financial/accounting duties requiring the application of broad and complex specialized knowledge including, accounts payable/receivable, purchasing, timekeeping, and budgeting petty cash;
- Prepares, processes and reviews complex fiscal and financial records, statements and transactions involving a broad range of accounting documents and details;
- Summarizes and consolidates records and assimilates information collected into reports or permanent records;
- Prepares claims for reimbursement from other agencies;
- Researches, analyzes and resolves a variety of difficult problems independently through review of a variety of records;
- Exercises initiative in anticipating or identifying problems or errors and following up to resolve; forecasts impact of potential actions/decisions;
- Researches and makes recommendations on how to resolve complex customer service problems with other county employees and supervisors, referring to rules, regulations, policies and procedures in order to meet customer needs;
- Interprets, enforces and carries out existing policies and procedures relative to financial record keeping activities a wide variety of complex policies, procedures, regulations, contracts and agreements to determine their provisions and regularly apply them in varied and/or difficult circumstances;
- Provides information to the public or County staff, which requires use of judgment and interpretation of moderately complex policies, procedures, and regulations;
- Interfaces with others in an advisory role in areas within their area of expertise;
- Provides information or explanation of complex accounting systems or procedures to other employees or non-county organizations or individuals;
- Audits and verifies various information, including source data as well as manual and computer-produced reports;
- Reviews the work of lower level Account Clerks;
- As necessary, performs any departmental Account Clerk duty;
- May perform lead functions over other employees including assigning, distributing and adjusting workloads and training;
- Performs related work as required.

Employment Standards

Sufficient education, training, and work experience necessary to demonstrate the ability to perform the above tasks, and the attainment of the knowledge and abilities listed below:

Experience Note: The knowledge and abilities required to perform these duties are normally acquired through training and experience equivalent to the possession of a high school diploma and three (3) years increasingly responsible clerical accounting work, including two (2) years of work experience equivalent to that of a Santa Clara County Account Clerk II. College level accounting-related coursework (30 semester units) may be substituted for up to one year of the required three years of the required work experience.

Knowledge of:

- Clerical accounting principles, terminology and methods, including general bookkeeping procedures;
- Specific Santa Clara County accounting systems, procedures, regulations and source documents, including expenditure, revenue, general ledger and related accounting procedures and the interrelationship of internal and external record-keeping systems;
- Specific county and department policies, procedures and functions;
- General office computer applications including spreadsheets, databases and word-processing programs.

Ability to:

- Understand and maintain financial /accounting files or other record systems;
- Prepare routine and special financial reports;
- Apply and explain moderately complex policies and procedures;
- Analyze financial record keeping problems and suggest corrective actions;
- Prepare and analyze financial reports;
- Operate standard office equipment; trouble shoot simple problems;
- Lead and train subordinate staff;
- Work under deadlines or stressful conditions;
- Reason logically and perform research to solve difficult inquiries or problems;
- Communicate effectively in providing information and assisting callers and visitors;
- Use a keyboard with moderate speed and a high level of accuracy.

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