SENIOR ACCOUNT CLERK

DEFINITION
Under general supervision, provides a variety of financial and accounting related support functions for an assigned department or division.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Receive records and prepares payment of division expenditures and invoices;
- Matches requisitions with purchase orders and prepares for data input;
- Verifies account balances;
- Researches invoices and financial recording documents to resolve questions or complaints;
- Replicates invoices and claim forms;
- Inputs requisitions and balances reports;
- Answers phones and responds to billing and payroll related questions;
- Provides training and instruction on purchasing procedures for department or division staff; compiles journal entry data;
- Maintains records and files associated with various business transactions according to area of assignment;
- Updates and adjusts information on billing lists according to area of assignment.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of generally accepted accounting principles, payment processing procedures, financial record keeping techniques and procedures,
- Skilled in maintaining financial reports and statements, in providing and following oral and written instructions, establishing and maintaining productive working relationships
- Ability to perform essential duties independently with minimum supervision, effectively communicate verbally and in writing, and to speak standardized English and a second language
- Must be able to proficiently operate computer hardware/software and a 10-key machine

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking and bending; may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
A high school diploma or equivalent supplemented with college level coursework in Accounting or Finance AND three (3) years experience in accounting, payroll or bookkeeping OR an equivalent combination of education and experience.