



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: ACCOUNTING CLERK I-III

DEFINITION: Under direct supervision, performs various clerical accounting duties in the preparation, processing, and maintenance of accounting records.

DISTINGUISHING CHARACTERISTICS:

Accounting Clerk I - Entry training level and/or performs routine duties of the classification.

Accounting Clerk II - Performs full range of duties (journey-level).

Accounting Clerk III - Performs the most complex duties under minimal supervision.

EXAMPLE OF DUTIES:

Accounting Clerk I:

- Receives training in various clerical accounting duties;
- Prepares, assembles, tabulates, verifies, and files simple or routine bills, vouchers, invoices, requisitions, and purchase orders;
- Proofs schedules;
- Performs less difficult reconciliation's and comparisons of data using pre-established worksheets;
- Posts journals and ledgers;
- Performs date-entry into an automated accounting system which requires simple independent decisions;
- May provide support to Accounting Clerk II;
- Performs other related duties as required.

Accounting Clerk II:

- Maintains accounting records (e.g. Accounts Payable, Grants Accounting, CIP or Billing) utilizing one (1) automated accounting system or subsystem which requires on-the-spot independent decisions for on-line data entry;
- Prepares, assembles, tabulates, and verifies bills, vouchers, invoices, requisitions, and purchase orders;
- Reviews, analyzes, and may interpret reports;
- Trains and/or explains accounting procedures and financial information;
- Researches projects and reconciliation's;
- Prepares basic/standard journal entries and makes accounting allocations;
- Maintains subsidiary ledgers;
- Collects and accounts for cash receipts;
- Collects data for project billings;

EXAMPLES OF DUTIES (Continued):

- Prepares purchase requisitions for major construction contracts;
- May perform the duties of the Accounting Clerk I level;
- May assist in preparing budget;
- May provide support to Accounting Clerk III;
- May direct Accounting Clerk I and/or other clerical personnel;
- Performs other related duties as required.

Accounting Clerk III:

- Maintains accounting records utilizing two (2) or more automated accounting systems or subsystems including data entry, report output, and review and analysis of reports;
- Reconciles the more difficult accounts (i.e. Billing and Collection Systems, Fixed Asset System or Bank Reconciliation's) to FMS;
- Maintains a full set of manual books;
- Performs all functions for handling and accounting of cash receipts and expenditures;
- Interfaces extensively with professional accountants or analysts, management, other departments, and public in areas of systems, training, and correspondence;
- Performs more difficult allocations and calculations, such as calculating monthly interest expense on grant funds, encumbrance analysis, and monitoring of bond payments;
- Assists in preparing budget;
- May perform the duties of the Accounting Clerk II level;
- May provide support to Accounting Technician;
- May direct Accounting Clerks and/or clerical personnel;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

One year of recent clerical accounting experience;

Or

Business education which includes successful completion of one or more courses in each of the following: elementary accounting or bookkeeping; office machines; office practices and procedures;

Or

Any combination of the education and experience stated above totaling one year.

HISTORY:

Revision of Classification Specification dated 04/08/81.

Approval/Adoption Dates: 11/15/85 - Human Resources Department