

**WEST VALLEY SANITATION DISTRICT  
OF SANTA CLARA COUNTY**

**ACCOUNT CLERK I/II**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION**

Under general supervision or direction, depending on the respective assignments, the Account Clerk I/II performs functions in the areas of procurement, accounts payable, payroll, accounts receivables, fixed assets and general ledger accounting including prepare, process, maintain and verify purchasing, financial and accounting documents and records; responds to internal and external inquiries; performs general office support duties, including data entry, record keeping, creation of forms, preparation of financial and statistical records; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

**DISTINGUISHING CHARACTERISTICS**

**Account Clerk I**

The Account Clerk I is the entry-level class in the Account Clerk series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine accounting support and customer service duties while learning District policies and procedures. As experience is gained, there is greater independence of action within established guidelines. Incumbents of this classification may advance to Account Clerk II after gaining the required number of years of requisite experience and demonstrating a level of proficiency that meets the qualifications of the higher-level class.

**Account Clerk II**

The Account Clerk II is the journey level class in which incumbents are expected to independently perform a variety of financial record keeping transactions, payroll processing, customer service functions and related support duties with minimum supervision. Incumbents at this level may receive occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the District. This classification is distinguished from the next higher class of Senior Account Clerk in that the latter performs the more difficult technical duties and provides lead direction to assigned lower level staff.

**SUPERVISION RECEIVED AND EXERCISED**

**Account Clerk I**

Receives immediate supervision from the Senior Accountant and/or Director of Administration and Information Systems. Incumbents in this class do not routinely exercise supervision.

**Account Clerk II**

Receives general supervision from the Senior Accountant and/or Director of Administration and Information Systems. May provide technical supervision to assigned lower level staff.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

The following duties are typical for this classification. Duties of assignments are a combination of all functional areas and may include, but are not limited to, the following:

- Performs a variety of general office and administrative office support functions including data entry, record keeping, proofreading, forms and reports generation, data analysis, in areas such as payroll, accounts receivable, accounts payable, fixed assets, and general accounting.
- Prepares, maintains, and verifies accounting, financial and statistical records, ledgers, logs, and files; gathers, assembles, enters, checks, balances, adjusts, and records financial data; codes data according to established accounting procedures; reviews information to ensure accurate reporting; resolves discrepancies; establishes and maintains various files and records.
- Receives payments, issues receipts, deposits payments, and records payments to various District accounts and funds; prepares financial, statistical or operational reports as assigned.
- Performs full range of accounts payables tasks; collects information from various departments; researches discrepancies, reconciles invoices and related documentation and prepares accounts payable for payment; inputs expenditure activity into the financial system; maintains vendor files; responds to questions from District staff and vendors regarding payment status for invoices; issues and mail checks.
- Processes employee reimbursement requests by receiving and verifying expense reports and requests for advances.
- Issues, maintains and resolves issues relating to 1099 forms.
- Procures miscellaneous and general office supplies.
- Prepares and processes purchase orders; maintains records, files and logs.
- Schedules and prepares vendor payments; verifies federal ID numbers; resolves purchase order, contract, invoice, or payment discrepancies and documentation.
- Verifies documentations, deposits, disburses and accounts for cash.
- Prepares, processes, and verifies bank deposits, journal entries, and accounting reports.
- Reconciles, processes payments and reports payroll deductions transactions, including garnishment, union dues, pension benefits, and other funds to third-party vendors.
- Reports wage earnings and deductions to external agencies.

- Analyzes potential problems and recommends corrective action.
- Tracks and maintains payroll costs relating to projects.
- Updates files relating to fixed assets.
- Researches and gathers information from a variety of sources for the completion of forms and preparation of reports.
- Maintains and files various documents and records.
- Assists with month-end and year-end close processes.
- Responds to incoming calls and directs callers appropriately; gathers information from callers and provide information to field crews.
- Processes enrollments and changes to health, dental, vision and other insurance plans.
- Assists in the employee recruitment process.
- Updates job knowledge by participating in educational opportunities.
- Assists customers with sewer connection and fees and charges information.
- Establishes positive working relationships with representatives of the community, state/local agencies, associations, District management, staff, and the general public.

### **WORKING CONDITIONS**

Work is performed primarily in a standard office environment with extensive public contact and constant interruptions. Position requires sitting, standing, walking, reaching, twisting turning, kneeling, bending/stooping, crouching, and grasping in the performance of daily duties. The duties may involve extended periods of sitting and viewing data at a computer workstation/monitor. The duties may involve repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard. Typical examples of requirements include:

- Use of both near and far vision in reading written reports and work related documents.
- Use of acute hearing during phone conversations, communicating with other individuals, listening for auditory signals or cues from office equipment.
- Ability to lift, carry, drag, and push or pull files, paper, documents, supplies, and other equipment of varying weight. Reference the Account Clerk Task Analysis for strength and motion requirements to perform essential functions of this position.
- Continuous use of office equipment and computers for extended periods of time and on a regular basis.

The essential functions and physical requirements of this position are outlined in the Physical Demand Assessments for the Account Clerk I/II. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Employees of the District are, by State and Federal law, Disaster Service Workers (CA Government Code, Section 3100). In the event of a declared emergency, any employee may be

assigned activities that promote the protection of public health and safety, or the preservation of lives and property, either at the District or within the local community.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Any combination equivalent to the education and experience requirements that provides the required knowledge, abilities, and skills necessary for the position is considered qualifying. A typical way of meeting the required education and experience is to possess the equivalent of:

#### **Account Clerk I**

- A high school diploma or equivalent.
- Knowledge of operating a Windows based computer system.

#### **Account Clerk II**

- A high school diploma or equivalent.
- At least two years of experience performing responsible office support work, including payroll, accounts receivable and/or accounts payable functions equivalent to that of an Account Clerk I at West Valley Sanitation District.
- Knowledge of using a Windows based computer system.

### **License/Certificate:**

Possession of, or ability to obtain within one (1) month of hire, a valid, Class C California driver's license is required to perform the duties of the position. Continued maintenance of the driver's license in compliance with established District vehicle operation standards, and the ability to be insured for the operation of a vehicle in accordance with the terms and conditions of the District's insurance program are conditions of employment.

## **KNOWLEDGE/ABILITIES/SKILLS**

*The following are a representative sample of the KAS's necessary to perform essential duties of the position. Some KAS's shown may be more relevant to one functional area or another while some, or portions of some, are relevant to all.*

### **Knowledge of:**

- Principles and practices of financial record keeping and bookkeeping.
- General clerical work and office procedures.
- Accounting and arithmetic principles.
- Principles, practices, and terminology used in general accounting and financial record keeping including accounts receivable, accounts payable, fixed asset, general ledger, and payroll.
- Federal, state, local laws and regulations, and District Ordinance.
- English usage including spelling, grammar, and punctuation.
- Business writing etiquette and basic report preparation.

- Public relations techniques and procedures.
- Modern office practices, procedures and equipment, including a computer and applicable financial and statistical software.
- Computer application such as word processing, spreadsheet, and database application as well as financial software.

**Ability to:**

- Prepare, maintain, reconcile, and analyze various financial, accounting, payroll, billing and statistical records.
- Make arithmetic and statistical calculations quickly and accurately.
- Perform general office duties, including proof reading, composing documents, reports, and letters, and greeting the public.
- Use initiative and sound judgment within established procedural guidelines.
- Organize, prioritize and follow up on work assignments.
- Interpret, apply, explain, and enforce a variety of regulations, rules, policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Provide information to the public and District staff consistent with policies, rules and procedures.
- Work under steady pressure.
- Maintain confidentiality of sensitive data and information.

**Skill to:**

- Operate standard office equipment including a computer and a variety of Microsoft Office applications (e.g. Word, Excel, Outlook and etc.), other software applications including financial and accounting programs.
- Communicate clearly, tactfully and effectively with District staff, public, and other agencies.