

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

**SENIOR ACCOUNT CLERK**

*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 Senior Account Clerk performs and leads or oversees functions in areas of procurement, payroll, accounts receivable, accounts payable, fixed assets and general ledger accounting, administrative and general office support tasks; responds to internal and external inquiries and 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**

The Senior Account Clerk is the advanced journey level class in the Account Clerk series in which the incumbent is expected to perform a variety of accounting technical support work. This classification differs from the Account Clerk II in that this level requires the frequent use of a high degree of independent judgment and interpretative ability related to the technical knowledge of some special areas of accounting or financial record keeping, and the responsibility for providing lead direction to assigned support staff.

**SUPERVISION RECEIVED AND EXERCISED**

The Senior Account Clerk receives supervision from the Senior Accountant and/or Director of Administration and Information Services. Incumbents exercise functional and technical supervision over assigned 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.

- Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with standards, policy and procedures.
- 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 payable 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 mails checks.
- Processes employee reimbursement requests by receiving and verifying expense reports and requests for advances.
- Issues, maintains and resolves issues relating to 1099 forms.
- 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.
- Performs full range of accounts receivable tasks; creates and records invoices; maintains, monitors, reconciles accounts receivable aging schedule and transactions, and performs collection activities.
- Performs full range of payroll processing tasks; collects employee time sheets and verifies hours and time off; updates employee payroll records, including use of vacation, sick leave and related benefits; processes status changes and calculates wage assignments; responds to employee questions related to timesheets or use of paid leave; resolves salary payment, deduction and record discrepancies.
- Manages and executes payroll and payroll deductions transactions, including garnishment, union dues, pension benefits, and other funds.
- Report wage earnings and deductions to external agencies.
- Maintains, prepares and reconciles payroll information and leave accruals.
- Analyzes potential compensation problems and recommends corrective action.
- Tracks and maintains payroll costs relating to projects.
- Maintains, counts, records, and updates files relating to fixed assets.
- Oversees and participates in performing data entry.
- Reconciles bank statements by comparing bank statements with the general ledger.
- 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 procedures.
- Troubleshoots and resolves system or process issues.
- Responds to incoming calls and directs callers appropriately; gathers information from callers and provides information to field crews.
- Updates job knowledge by participating in educational opportunities.
- 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 Senior 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 Senior Account Clerk. 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:

- Combination of education and experience equivalent to completion of an Associate of Arts/Science degree in Accounting, Finance, or Business Administration.
- Four (4) years of progressively responsible accounting experience or personal computer experience working with spreadsheets, databases and accounting applications in a windows based environment is required, or two (2) years of work experience equivalent to a District Account Clerk II. Municipal financial record keeping experience is preferred.
- A Bachelor's degree in Business Administration with concentration in Accounting or Finance may be substituted for three (3) years of experience requirement.
- Knowledge of operating 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.

**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.

- 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.
- Lead, train, and motivate assigned staff.
- Independently perform advanced journey level accounting clerical work in assigned area.
- 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 the public, and other agencies.