



## Town of Danville

### ACCOUNT CLERK I

#### **DEFINITION**

To perform general and routine accounting duties in the maintenance and processing of a variety of accounting/financial records on manual and computerized systems. This is the entry level classification of the Account Clerk series. Incumbents assigned to this class perform duties of a routine and closely related nature under immediate supervision.

#### **SUPERVISION RECEIVED AND EXERCISED**

Direct supervision is provided by the Accountant.

#### **ESSENTIAL JOB DUTIES**

- Clear cash register, post receipts, reconcile and balance receipt journal, prepare bank deposits.
- Prepare and issue accounts receivable invoices; collect and post receipts; monitor aged accounts receivables; issue delinquency notices.
- Update fixed asset inventory system; track the purchase, transfer and sale of fixed assets; assist in the computation of fixed asset rental rates and replacement reserves.
- Performs duties within OSHA standards.
- Other related duties

#### **OTHER JOB DUTIES**

Assist in maintaining petty cash fund; report expenditures; prepare disbursements for mailing; filing; operate a variety of computer and office automation equipment.

#### **QUALIFICATIONS**

##### **Knowledge of:**

Standard accounting principles and procedures; business mathematics; modern office practices and procedures.

##### **Ability to:**

Maintain financial records and general filing systems; organize work to meet numerous deadlines; operate computer and other assigned office equipment; understand and perform routine accounting procedures.

## **EXPERIENCE AND EDUCATION**

### **Experience:**

One year of experience performing standard bookkeeping duties.

### **Education:**

Equivalent to the completion of the twelfth grade with additional specialized training related to accounting.

Updated: April, 2008