



Town of Danville

ACCOUNT CLERK I

DEFINITION

Performs routine tasks and duties involving the maintenance of a variety of financial, accounting, or statistical records in an online accounting system. Incumbents assigned to this class perform duties under immediate supervision.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Finance Manager/Treasurer. This position does not exercise supervision of others.

ESSENTIAL JOB DUTIES

Essential duties may include, but are not limited to the following:

- Perform a variety of accounting support tasks related to maintaining and retrieving financial information.
- Assist with clearing cash register, post receipts, reconcile and balance receipt journal, and prepare bank deposits.
- Assist with formulating and issuing accounts receivable invoices; collect and post receipts; monitor aged accounts receivables; issue delinquency notices.
- Update fixed asset inventory system; track purchases, monitor the transfer and sale of fixed assets; help calculate fixed asset rental rates and replacement reserves.
- Process and match payments with invoices; verify accuracy of information and research discrepancies.
- Explain regulations, policies, and procedures to internal and external customers.
- Assist in maintaining petty cash fund; report expenditures; and prepare disbursements for mailing or filing.
- Perform duties within OSHA standards.

QUALIFICATIONS

Knowledge of:

- Standard accounting principles and procedures; business mathematics; modern office practices and procedures.
- Effective customer service skills and cooperative relations with the public.

Ability to:

- Understand and perform routine accounting procedures.
- Maintain financial records and general filing systems.
- Operate calculators, cash registers, personal computers and software, and other standard office equipment.
- Organize workload to meet numerous deadlines.

EXPERIENCE AND EDUCATION

Any combination of experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One (1) year of experience performing standard bookkeeping duties.

Education:

Education equivalent to a high school diploma and one (1) year of college coursework or specialized training in accounting.

LICENSE(S) AND CERTIFICATION(S)

Possession of a valid California State Driver's License, or license in another state with the ability to obtain a California license within 30 days of hire.

Updated: July 2019