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Job Specification

ACCOUNT CLERK / LIBRARY ASSISTANT

ACCOUNT CLERK

DEFINITION

Under direction performs a variety of routine, repetitive, noncomplex clerical tasks which involve computing, classifying, verifying, and recording numerical data and the reconciliation of accounts, records, and documents to keep sets of financial records complete; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Examines and verifies that entries, postings, and totals are accurate and supporting documents are included.

Performs routine arithmetic calculations and tabulates by hand or with the aid of machines.

Performs varied clerical tasks involved in keeping accounts of a simple, routine, and repetitive nature.

Posts entries in cash books, journals, ledgers, and/or other records.

Prepares records of cash receipts and disbursements.

Makes extensions and calculates percentages and discounts.

Calculates deductions to be made from the pay of individuals.

Keeps a continuous record of the amount, kind, and value of merchandise, material, equipment, and stock on hand.

Checks and compares for completeness various types of documents such as vouchers, payrolls, requisitions, invoices, bills and receipts.

Examines vouchers to ensure that they have the necessary approvals and that data are arithmetically correct.

Reviews financial data to ensure correct account and appropriation are cited.

Reviews expense account for funding or budgetary limitations and refers discrepancies to higher level staff.

Posts accounting information to data transaction forms to reflect correct accounting category or code and utilization of funds in accord with specific guidelines.

Posts noncomplex disbursements, deductions, and remittances

paid and due, and checks.

Records charges, overpayments, refunds, and so forth into record book.

Prepares vouchers, invoices, and assists with preparation of periodic reports.

Performs simple reconciliation of bank accounts.

May assist in collecting/compiling data for inclusion in budget requests, financial statements, and other reports.

Refers errors and irregularities to superiors.

Gives routine information in person and over the telephone.

Maintains established records/files where selection and classification of data does not require difficult decisions and where procedures are routinized.

Maintains standardized double entry bookkeeping records involving making entries in journals and posting to ledgers and other records which entail only a few variations in the transactions recorded, clearly established guidelines exist for the actions required, and limited problems in identifying the proper account classification or in balancing and reconciling accounts.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of office methods, practices, and equipment and of performing routine, repetitive, and noncomplex tasks involved in keeping financial and/or other records of a mathematical nature.

Knowledge of basic arithmetic functions.

Ability to understand, remember, and carry out oral and written directions.

Ability to perform routine/repetitive tasks, compare numerical/verbal data, and select appropriate information for forms.

Ability to add, subtract, multiply, divide, and find averages/percentages.

Ability to apply arithmetic principles and to correct computational errors.

Ability to acquire an understanding of numerical record keeping and data gathering and other clerical procedures used in a specific establishment.

Ability to perform work requiring constant/close attention to clerical and numerical detail.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

KNOWLEDGE AND ABILITIES:

Knowledge of basic arithmetic using whole numbers.

Ability to perform extensive alphabetizing beyond the first letter of a word.

Ability to converse, speaking clearly, concisely, and courteously.

Ability to comprehend and follow written and/or oral one-or-two step instructions.

Ability to perform numerical filing beyond the initial digit of a sequence of figures.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
07872		L	C		N/A	00		-

This job specification is for **local** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

MCK 01/01/2001