

NEW CASTLE COUNTY GOVERNMENT

Number 0205

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Date 11/04/11

CLASS SPECIFICATION

Title: ACCOUNT CLERK II

Approved:



GENERAL STATEMENT OF DUTIES: Performs technical bookkeeping work in the detailed maintenance and auditing of accounts; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs important bookkeeping and clerical work involving responsibility for independently performing difficult financial record keeping tasks. The work is performed in most instances under general supervision, but employees in this class may make independent decisions in some cases. Supervisors are available for consultation on unusual problems and to give detailed instructions on all new assignments. Supervision may be exercised over Account Clerk I's and other clerical personnel.

EXAMPLES OF WORK: (Illustrative only)

- Responds to customer inquiries regarding property tax and sewer service accounts;
- Performs cashiering tasks;
- Prepares time entry reports for payroll;
- Prepares application forms necessary to secure reimbursement from Federal agencies;
- Maintains records of expenditures of department funds for budget control and submission to County Council and provides input in the preparation of the department budget based on records maintained;
- Receives and verifies accounts receivable billing, cash receipts and adjustment lists;
- Keeps attendance records and does other timekeeping work;
- Prepares and maintains employee records affecting payroll;
- Maintains accounts by posting to an accounting or other system, balances accounts, and takes a trial balance;
- Reconciles accounts and records;
- Keeps running accounts of assessments made daily, weekly, and monthly;
- Computes taxes and interest for delinquent taxes;
- Processes information and keeps records of mobile homes in assessment books;
- Posts bonds and interest;
- Searches detailed records for information, preparing required tables and reports;

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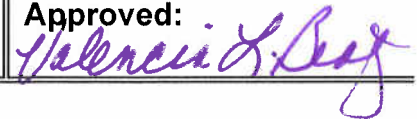
CLASS SPECIFICATION

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Date 11/04/11

Title: ACCOUNT CLERK II

Approved:



- Verifies data transmitted to and received from information systems;
- Maintains petty cash funds;
- Keeps records and maintains files for fuel control system;
- Prepares homeowner escrow loan accounts;
- Investigates and responds to contractor payment inquiries;
- Assists in the collection of department revenues;
- Keeps records, maintains files, and prepares reports concerning the work;
- Prepares manual checks in accordance with procedures;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of modern account keeping methods; some knowledge of accounting practices; good knowledge of office machines and equipment; ability to operate personal computer and related equipment; good knowledge of business mathematics and English; some knowledge of the principles underlying State and County laws and regulations pertaining to County government; ability to follow complex oral and written directions and to prepare complex fiscal reports; ability to communicate courteously and effectively, both verbally and in writing; ability to plan and supervise the work of others; initiative; integrity.

MINIMUM QUALIFICATIONS: At least three (3) years experience as an account clerk, at least one (1) year of which shall have involved the performance of moderately difficult clerical tasks at the level of Account Clerk I or equivalent, and possession of a high school diploma or GED certificate, preferably supplemented by business school or college courses in accounting; or an equivalent combination of experience, education or training directly related to the knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:

Established: 07/01/73
Revised: 03/20/89
Revised: 04/12/93
Revised: 07/01/97
Revised: 05/01/01
Revised: 11/04/11