



CITY OF LAGUNA WOODS JOB CLASSIFICATION

JOB TITLE: **ACCOUNTING CLERK**

STATUS: **NON-EXEMPT AND AT-WILL**

DEFINITION:

Under general supervision, the Accounting Clerk performs a variety of accounting and payroll duties for the Administrative Services Department (“Department”) including, but not limited to, duties of an administrative, clerical, and technical nature. The Accounting Clerk also provides support and relief coverage at City Hall’s front counter.

ESSENTIAL DUTIES:

The duties assigned include, but are not limited to, all or a variety of, the following:

- Perform accounts payable and receivable functions, including recording revenues and expenditures, processing warrant requests, collecting Internal Revenue Service Form W-9s, reconciling discrepancies, and ensuring availability of funds.
- Prepare, print, and mail/distribute accounts payable checks.
- Assist with the reconciliation of bank statements, including tracking the status of and balancing accounts payable and receivable, as well as conducting follow-up related to uncashed payments.
- Close cash drawers and prepare related bank deposit packages.
- Input and post journal entries into electronic accounting systems.
- Prepare, distribute, and track invoices, including conducting follow-up related to past due and otherwise delinquent accounts.
- Track and report on deposit-based and reimbursable projects, including collecting cost information, maintaining financial activity logs, and confirming balances.

- Provide audit assistance, including compiling records and documentation.
- Assist with payroll administration, including collecting timesheets; preparing and maintaining schedules; and, distributing paychecks.
- Research, compile, and analyze information and assorted data.
- Prepare, compile, and disseminate qualitative and quantitative documentation and data, including correspondence, invoices, reports, manuals, inventories, and logs.
- Create, scan, file, and maintain physical and electronic records.
- Provide training on use of electronic accounting, cashiering, and payment systems.
- Provide services related to City Hall's front counter operation, including reception, switchboard, scheduling, cashiering, administrative support, and clerical services.
- Accept items and materials for recycling and disposal (e.g., handling of electronic waste, light bulbs, batteries, medication, sharps, print cartridges, etc.).
- Provide support and relief coverage for City and Department employees.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern office procedures, methods, and equipment, including computers.
- Responsive customer service practices, including active listening.
- Basic modern accounting procedures, methods, and equipment.
- Principles and techniques of record keeping and filing.

Ability to:

- Perform the essential duties described in this job classification in a professional, timely, and accurate manner with the referenced level and degree of supervision.
- Alphabetize, compare, count, differentiate, measure, assemble, sort, copy, record, classify, compute, tabulate, categorize, and transcribe data and information.
- Train persons with diverse backgrounds.

- Communicate effectively and concisely, including the ability to inform, educate, and persuade persons with diverse backgrounds.
- Communicate in writing effectively and concisely, including with use of proper spelling, grammar, punctuation, and command of the English language.
- Maintain confidentiality and discretion when necessary.
- Maintain professional composure at all times, including when dealing with upset, hostile, and difficult interpersonal interactions.
- Maintain effective organization of multiple activities and assignments in a busy office environment with frequent interruptions.
- Understand, analyze, and interpret data and information using established criteria, in order to determine consequences and identify and select alternatives.
- Understand, analyze, interpret, and apply generally accepted accounting principles and other standards, laws, regulations, and polices to assigned duties.
- Understand, calculate, and interpret percentages, fractions, and ratios.

Education and Experience:

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for this position is qualifying. A typical way of obtaining the required qualifications is to possess a high school diploma (or equivalent) and one year of work experience involving relevant operations and activities. Possession of an Associate degree from an accredited college or university with major course work in finance, accounting, or a similar subject and prior experience in a municipal accounting support position is highly desirable.

Licenses/Certifications:

Must possess and maintain a valid Class C California Driver’s License and must qualify for and maintain insurability under the City’s Vehicle Policy. This position involves the periodic performance of duties and travel that require operation of a personal vehicle.

PHYSICAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, employees are frequently required to sit, stand, walk, talk, and hear; use hands to handle, manipulate, feel, move and operate equipment, tools, and controls; and, use hands and arms to reach. Specific vision abilities required include close, distance, peripheral, and color vision, depth perception, and the ability to adjust focus. Specific hearing abilities required include hearing in the normal audio range with or without correction. Most activities are performed sitting at a desk in a sedentary

manner and standing, walking, balancing, stooping, kneeling, and crouching while filing. Other duties are performed while standing at a counter, which requires frequent walking and transitions from sitting in a sedentary manner at a desk to standing at a counter. Employees are periodically required to exert physical effort involving a combination of standing, walking, climbing, balancing, stooping, kneeling, and crouching, as well as carrying, lifting, pushing, and pulling objects up to 25 pounds.

While the duties of this class are primarily performed in an office setting with low to moderate noise and regular interruption, employees may also be frequently required to travel and work in other settings (e.g., meetings and banking). Employees are required to handle and process, according to City protocols, items and materials for recycling and disposal including, but not limited to, certain types of electronic waste, light bulbs, batteries, medication, sharps, and print cartridges that may result in exposure to odors, fumes, dust, hazardous substances, and other irritants.

This position regularly works a five day, 40-hour workweek.

Tools and Equipment:

Must possess the knowledge and ability to effectively use computers, copiers, scanners, calculators, facsimile machines, and telephones. Ability to use computers includes the knowledge and ability to input, query, and maintain information in software such as Microsoft Windows, Outlook, Excel, and Internet Explorer, as well as the City's accounting and cashiering software, as may change from time-to-time.

OTHER NOTICES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is a similar, related, or logical assignment.

The selection process for this position will include fingerprinting; a State Department of Justice criminal background check; reference checks; confirmation of education claims, licenses, and certifications; and, a physical medical examination.

This position is not exempt under the Fair Labor Standards Act.

Pursuant to California Government Code Section 36506, neither this job classification nor any other communication, rule, or regulation shall be construed to provide employees with any tenure or property interest in employment with the City. All City employees serve "at will" and are subject to termination without cause at any time – no exceptions.

All City employees are designated Disaster Service Workers by both State law and City ordinance. Duties when serving as a Disaster Service Worker may be in locations, during hours, and performing work significantly different from the employee's normal duties.

The City is an Equal Employment Opportunity employer and does not discriminate on the

basis of any legally protected category (race, religion, creed, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, childbirth or related medical conditions, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, military or veteran status, sex, age over 40 years, or any other basis protected by applicable federal, state, or local law, including association with individuals with one or more of these protected characteristics or perception that an individual has one or more of these protected characteristics).

The City provides employment rights and non-discrimination on the basis of disability as established in the Americans with Disabilities Act. Reasonable accommodation may be made to enable a person with a disability to perform this position's essential functions.

Additional laws, rules, and regulations apply to this position.