

ACCOUNTING CLERK II – SECTION 8

CHARACTERISTICS OF THE WORK

Under general supervision performs accounting work of average difficulty.
Responsible for posting, balancing, adjusting and maintaining Housing Assistance Payments Register, accounts payable and accounts receivable ledgers, and journals.
Responsible for entering, storing and retrieving accounting information in the computer system.
Performs related work as required.

EXAMPLES OF THE WORK

Maintains the Housing Assistance Payments Register.
Handles telephone inquiries regarding assistance payments.
Posts and balances the accounts receivable accounts payable, cash disbursement, and cash receipts ledgers and journals.
Prepares monthly and yearly financial reports.
Compiles data for operating budget preparation and analysis.
Assists with the preparation of audit schedules.
Provides financial information to the auditors conducting the annual audit.
Prepares and balances special reports.
Types authorization for payments, checks, accounting forms, numerical reports, purchase orders and other reports.
Maintains records and files.

KNOWLEDGE, ABILITIES, AND SKILLS NECESSARY TO THE WORK

Knowledge of bookkeeping or clerical work.
Knowledge of systematic numerical record keeping.
Knowledge of ordinary math.
Ability to maintain records.
Ability to follow instructions.
Ability to read and understand financial data.
Skill in observation.
Skill in ledger and related reporting.
Skill in systematic and numerical record keeping.

MINIMUM REQUIREMENTS

Associate degree in accounting or a related field which includes at least 12 hours of accounting.
Two years of accounting or bookkeeping experience.
An equivalent combination of education and experience may be substituted, but must include one year of appropriate experience.