

## **ACCOUNT CLERK II**

**DEFINITION/PURPOSE:** Perform a variety of responsible and difficult clerical accounting work involving accounts payable, accounts receivable, and the maintenance and preparation of associated financial and statistical records.

**DISTINGUISHING CHARACTERISTICS:** Positions in this class perform a variety of difficult clerical accounting work under general supervision. This classification is distinguished by the requirement for a broad knowledge of accounting clerical work, the difficulty and complexity of the work assigned and the demonstrated ability to exercise rational judgment as to courses of action, with little intervention by the supervisor.

**SUPERVISION RECEIVED AND EXERCISED:** Under direct and general supervision of the Finance Director or designee. Has no supervisory responsibilities.

**ESSENTIAL JOB FUNCTIONS:** Duties may include, but are not limited to, the following:

- Maintain cash accounts.
- Invoice and process accounts receivable.
- Maintain rent rates and delinquencies.
- Reconcile and analyze accounts.
- Audit claims for payment.
- Process payments, verify documents, and maintain records, logs, and reports. Review for accuracy, completeness, and conformance with applicable rules and regulations. Prepare records for data processing.
- Invoice tenants; receive and record tenant payments.
- Process late rent notices, delinquent charges, and maintain rent logs.
- Maintain and keep current detailed fixed asset records. Prepare and tag assets; assist in taking inventory.
- Prepare computer records and reports. Verify and balance journal entries.
- Issue purchase orders and reconcile work orders to purchase orders.
- Process and maintain accounts receivable.
- Print accounts payable checks.
- Maintain utility logs for each project and a variety of other logs.
- Respond to landlord and tenant inquiries concerning payments and billings, and staff concerning specific operational accounting issues.
- Correspond with outside sources regarding receipts and payments.
- Prepare tax documents, maintain tax payment schedules, and process State and Federal tax payments and levies for landlords and vendors.
- Prepare a variety of related financial statements, cost and statistical reports.
- Prepare and maintain a variety of detailed statistical logs for various projects and accounts. Reconcile logs to accounts.
- Balance and post to escrow accounts, and prepare statements.
- Perform data entry.
- Scan documents and files into Laserfiche.
- Perform various routine clerical duties.

**OTHER JOB FUNCTIONS:**

- May be required to participate in training staff.
- May share in banking duties.
- Perform related duties as assigned.

**REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS:**

Knowledge of: Elementary bookkeeping and financial principals; and methods of bookkeeping, financial, and statistical record keeping methods. General office procedures, proper telephone etiquette, ability to operate various office machines. Personal computers, associated word processing and spreadsheet programs, and their use.

Ability to: Skillfully operate a keyboard and have experience utilizing a personal computer with necessary application programs. Understand oral and written instructions and procedures. Be courteous, exercise judgment, discretion and maintain confidentiality in dealing with clients, general public, and co-workers. Communicate effectively in English in written and oral expression. Perform basic arithmetic calculations; type. Perform difficult, varied, and detailed clerical accounting work; work accurately and independently.

Licenses and Certificates: - Must possess, or be able to immediately obtain and retain, a valid California Driver License and have a driving record acceptable to the Authority.

Physical Requirements/Work Environment – Must be able to sit for lengthy periods of time in an indoor environment, stretch, bend, and have the manual dexterity to operate keyboard equipment. Have the visual and auditory capacity to operate with the perception and discrimination required by the duties of the classification. Be able to lift 25 lbs.

Other - Employee required to use his/her personal vehicle, reimbursed at the agency-authorized rate, in the performance of duties. When so required, the employee must show proof of and maintain automobile insurance coverage that meets the minimums specified by agency policy.

- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service (INS).
- Fluency in conversational Spanish is desirable.
- Be bondable.

**EXPERIENCE AND EDUCATION GUIDELINES:**

Any combination of experience and education that provides the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and acquire the abilities would be:

Experience - Two years or more of financial and/or statistical record keeping/and or payroll preparation. With two years of college, one year experience in financial and/or statistical record keeping and/or payroll or an equivalent combination of education and experience.

Education - Completion of twelfth grade or recognized equivalent, including course work in bookkeeping or supplemented by courses in accounting.

The Housing Authority of the County of Santa Cruz is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.