



**CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
SENIOR ACCOUNT CLERK**

Classification Specification
(Classified)

DEFINITION

Under general direction, performs complex and confidential clerical work related to the City's payroll system; and performs related work as required.

SUPERVISION RECEIVED

The Senior Account Clerk reports directly to the Director of Finance or designee.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Senior Account Clerk. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

1. Calculates, posts, and checks payroll, sick leave, vacation, and payroll deduction reports;
2. Reconciles insurance premium billing with enrollment;
3. Prepares and processes documents related to the payroll function such as PERS, Federal and State withholding taxes;
4. Develops and types reports related to the payroll function;
5. Interprets salary resolutions, memoranda of understanding, and municipal code sections relating to employee salaries and benefits;
6. Inputs payroll data using a computer terminal;
7. Updates the computer data manual;
8. Responds to inquiries from City employees regarding payroll matters; and
9. Performs other related duties as assigned and necessary.

DESIRED MINIMUM QUALIFICATIONS

Education, Training and Experience

Graduation from High School or GED equivalent; and a minimum of three (3) years of progressively responsible clerical and secretarial experience, two years (2) of which must have been in the area of bookkeeping or accounting, or a combination of education and experience necessary to perform the job.

Knowledge and Abilities

1. Knowledge of modern bookkeeping or accounting practices and principles;
2. Knowledge of modern office systems and procedures; and
3. Ability to make arithmetical calculations;
4. Ability to interpret resolutions, memoranda of understanding; and municipal code sections related to the payroll function;
5. Ability to operate a computer terminal with keyboard, calculator, and typewriter;
6. Ability to complete complex financial and statistical reports;
7. Ability to respond effectively to the inquiries of City employees;
8. Ability to work effectively with minimal supervision.

License

A valid California motor vehicle operator=s license is required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the required duties of this job, the employee is required to sit for up to two hours, talk, hear, stoop, and walk; use hands to finger, handle, operate objects, tools, or controls; and reach with hands and arms. The employee may lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet to moderate.