



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

Classification Specification
(Classified)

DEFINITION

Under general supervision, performs clerical work related to the maintenance of accounts payable, accounts receivable, and financial record keeping; receives, counts, and receipts money; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

The Account Clerk is a classification within both the Finance Department and the City Treasurer's Office. Incumbents in this classification report to a department head or designee.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

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

- Receives, verifies, and reconciles bills, purchase requisitions, purchase orders, and related documents.
- Counts, records, and prepares receipts for money received over the counter and through the mail.
- Operates a computer terminal for financial data input.
- Responds to inquires from the public regarding billing.
- Responds to City employees and vendors regarding purchase requisitions, orders, and accounts payable.
- Prepares warrant listing.
- Performs other duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education, Training and Experience

Graduation from high school or GED

A minimum of two (2) years of full-time clerical or secretarial experience, one (1) of which must be in the area of bookkeeping or related field; or a combination of education and experience that demonstrates the ability to perform the required duties for the position.

Knowledge and Abilities

- Knowledge of basic bookkeeping and record keeping practices and procedures.
- Working knowledge of operation of modern office equipment, practices and procedures, including automated and manual filing systems.
- Working knowledge of and ability to proficiently use various computer software programs, such as spreadsheets and word processing.
- Ability to perform basic arithmetic computations quickly and accurately.
- Ability to understand and follow complex oral and written directions.
- Ability to deal tactfully and courteously, and to establish and maintain cooperative working relationships with the general public and City staff.

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.