

INTERMEDIATE ACCOUNT CLERK

CLASS SUMMARY

Under supervision – reviews and processes purchase orders, invoices, statements and/or check requests; maintains subsidiary records to process payments for personnel and/or recipients of various financial aid programs; performs related duties as required.

REPRESENTATIVE DUTIES

Processes check requests in accounts payable system; prepares checks and check registers for submission to the county; posts checks to accounts receivables; disburses grant and student payroll and/or aid checks; maintains files; posts to the payroll and is responsible for accurate totals and controls; prepares source documents and correction documents to be submitted to county computer master files; operates calculator, and other office equipment; types registers, warrants and various reports; compiles and types periodic financial statements; assists in assembling documents needed to support processing of paychecks.

ORGANIZATIONAL RELATIONSHIPS

This class reports to assigned administrator or designee.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or experience equivalent to graduation from high school and one year of experience in related financial record keeping work.

Knowledge and Abilities

Knowledge of: financial record keeping procedures; operations of office equipment; basic arithmetic.

Ability to: make arithmetic calculations rapidly and accurately; operate business machines; learn operation of office computer terminal.

Skills: Must complete a math, checking & coding skills evaluation. Screening committee will use results as one of the selection criteria.