

FINANCE CLERK III

DEFINITION

To conduct responsible administrative and accounting work with limited supervision; provide support to administrative, supervisory and general staff while maintaining major accounting functions.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level classification within the Finance Clerk series. The job class performs more specific accounting and administrative and higher level technical functions than the Finance Clerk I/II class and is a parallel position to the Finance Specialist. This classification functions in an independent manner and requires a high degree of self-sufficiency and accuracy.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level management or supervisory personnel. May train other accounting personnel in areas of expertise and supervise specific functions of said personnel.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, but are not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Create, maintain and/or update accounting systems related to inventory, payroll, accounts payable, fixed assets or utility billing.

Work directly with City Accountant, auditors or other management personnel in implementation and operation of specific accounting systems.

Prepare a variety of financial and statistical reports, and, work toward development of new reports as needed.

Act as information source to Finance and other City staff in the area of specialty.

Provide a high degree of accounting support to administrative/supervisory staff.

Provide training to departmental personnel on aspects of accounting/purchasing.

Prepare and update procedure manuals.

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Principles and practices of financial record keeping.

General municipal accounting system requirements and specific procedures for area of specialty.

Computerized accounting system in area of specialty.

Basic mathematics.

Federal, state and local laws and regulations related to accounting.

Ability to:

Work in an independent manner.

Based upon given data in area of specialty, provide recommendations for operational changes, updates, etc.

Make explicit decisions as to day-to-day operations in area of specialty.

Understand and carry out a variety of complex instructions.

Provide training to other City staff in area of specialty.

Analyze operations in area of specialty and develop appropriate solutions to problems.

Operate a variety of standard office equipment.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Communicate clearly and concisely in both oral and written form.

Enter data and type accurately at a speed sufficient for successful job performance.

Education and Experience:

Any combination equivalent to the experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical manner to achieve the knowledge and abilities would be:

Education:

Equivalent to a high school diploma supplemented with additional course work in accounting or a related field.

Experience:

Two years performing increasingly responsible accounting support work with some experience in the area of specialty, including practical computer experience.

Human Resources Manager

Council Action: July 15, 1997