

**Definition:** Under general supervision, performs a variety of procedures and tasks needed to maintain specific City financial operations or a portion thereof. Assigned work responsibilities may be rotated or altered from time to time, as circumstances change and when needed to provide training and experience in overall Finance Division operation.

**Essential Duties:** Depending upon assignment, the duties of an Account Clerk III include:

- Processing, recording, and releasing payments of invoices, expense vouchers and other expenditures including the receipt and validation of all support documentation required for authorized payments; verify budget availability; calculating taxes, discounts, and other variables; coding and adding other control information; totaling and balancing payable information.
- Generating funding allocations, encumbrances, expenditures, income and other financial activity as required by reporting cycles or special needs.
- Maintaining alphabetical, chronological, numerical, and other control systems such as coding systems, approved vendor files, official form stock, etc.; applying coding systems to the processing of various documentation.
- Maintains fixed assets records and files.
- Receiving phone calls and/or public visitors and directing them to the appropriate officials; taking messages and providing general information and referrals.
- Sorting, coding, checking, counting, tabulating, and balancing records; transferring information from primary sources to indices, schedules, lists, form letters, and other standard forms.
- Operating a variety of office equipment; maintaining office supplies and departmental petty cash funds.
- Operate a personal computer using spreadsheet software to create and maintain spreadsheets.
- Assist with cashiering duties on a relief basis.
- Assisting Utility Billing and Business License Operations in answering routine inquiries from the Public.

**Special Requirements:** Speak clearly and understandably; stamina to work long hours when assigned, vision adequate to quickly and accurately review reports and correspondence, and dexterity and vision to operate computer equipment with a high degree of productivity.

**Minimum Qualifications:**

**Knowledge of:** Modern office practices and procedures; basic mathematics; proper business English, punctuation, spelling, grammar, and vocabulary; basic accounting record keeping and coding practices; professional office etiquette and behavior. P.C. spreadsheet software; familiarity with word processing software is desirable.

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**Ability to:** Deal courteously and effectively with those contracted during the course of work; interpret and apply coding systems, procedures, rules and instructions; operate various pieces of office equipment with speed and skill; produce understandable and accurate narrative and numerical records; learn to efficiently operate a personal computer and spreadsheet software; learn interpret, and apply departmental policies, laws, and regulations; maintain confidential data and information; learn new methods, systems and equipment operations as work methods and office systems change or evolve.

**Education:** Equivalent to completion of the twelfth grade. Additional education beyond the high school level is desirable.

**Experience:** Two years (preferably four years) of full-time or four years of part-time office services work. At least one full-time year equivalent must have involved financial or statistical records processing responsibilities.

**License:** Must possess and maintain a valid California Operator's License issued by the State Department of Motor Vehicles and a satisfactory driving record.

**Minimum Requirements for Noncompetitive Advancement of Account Clerk III:**

A City of Millbrae Account Clerk II can advance to Account Clerk III with successful completion of Account Clerk II qualifications described above and meeting the requirements listed below. A member of the Finance Management Team must recommend and the Personnel Officer must approve the appointment.

In addition to assigned duties, must also be proficient in performing essential duties of another Account Clerk II's assignment, such as the Accounts Receivable/Business License or Utility Billing.