

# NEW CASTLE COUNTY GOVERNMENT

Number 0210

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## CLASS SPECIFICATION

Date 11/04/11

Title: ACCOUNT CLERK III

Approved:



GENERAL STATEMENT OF DUTIES: Performs supervisory and/or paraprofessional accounting work in connection with important financial operations; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs high level clerical work often involving supervisory responsibility for carrying out important and difficult office functions. Employees in this class frequently supervise Account Clerk I's and II's and other office personnel engaged in varied bookkeeping activities. Good knowledge is required of the scope and purpose of the program of the department, of the inter-relationships of the various units, and of the laws and rules governing the accounts maintained. Only unusual problems are referred to a superior.

EXAMPLES OF WORK: (Illustrative only)

- Maintains government contract and federal grant records;
- Maintains County debt service records, including bond books and payments to trustees and or payment agents;
- Maintains records of taxes collected and related adjustments, reconciles taxes collected against taxes posted;
- Maintains accounting records, such as cash receipts, cash disbursements, accounts receivable ledger, and general ledger;
- Handles various insurance matters;
- Researches and prepares documents pertaining to tax and sewer refunds and overpayments;
- Prepares all bills for payment, verifies against purchase orders, checking extensions and total, account classification and authorization;
- Reviews vendor statements against invoices received to keep records accurate, and investigates discrepancies;
- Prepares invoices for rental of property, gasoline purchases and parking and makes entries for same in sales journal;
- Prepares purchase requisitions and monitors purchase order balances;
- Prepares records and report forms;
- Collects receipts from coin-operated equipment;
- Maintains petty cash fund;
- Assists in preparation of departmental budget for review by the general manager and submission to County Council;

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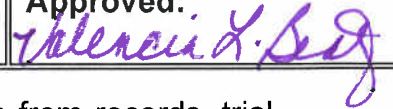
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Date 11/04/11

## CLASS SPECIFICATION

Title: ACCOUNT CLERK III

Approved:



- Prepares cash statements and similar accounting statements from records, trial balances, reports of funds received and expended and depreciation schedules;
- Probates estates and audits accountings of same;
- Assists in the preparation of all financial related reports;
- Assumes responsibility for researching, tracking, resolving, and documenting problems affecting financial transactions recorded;
- Keeps management informed of area activities and recurring operational or other significant problems that arise;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of office management practices and specialized County functions; thorough knowledge of governmental bookkeeping principles and practices; ability to plan work for and supervise groups of clerical employees; ability to communicate courteously and effectively, both verbally and in writing; administrative ability and skill in maintaining effective public relations; ability to draw valid conclusions; tact and courtesy.

**MINIMUM QUALIFICATIONS:** At least five (5) years progressively responsible experience in bookkeeping-clerical work, one (1) year of which shall have been at the level of Account Clerk II or equivalent, and possession of a high school diploma or GED certificate supplemented by business or commercial courses; or at least one (1) year experience and graduation from a college or university of recognized standing with major work in accounting or business management; or an equivalent combination of experience, education or training directly related to the knowledge, skills and abilities.

**ADDITIONAL REQUIREMENTS:** Must pass a Class III County physical examination and background check.

### HISTORY OF REVISIONS

Established: 01/15/66  
Revised: 07/01/73  
Revised: 07/01/87  
Revised: 03/20/89  
Revised: 04/12/93  
Revised: 07/01/97  
Revised: 11/01/98  
Revised: 05/01/01  
Revised: 06/20/08  
Revised: 11/04/11