



## ACCOUNTING CLERK SENIOR

### **CHARACTERISTICS OF WORK:**

Incumbents in this occupational class verify and balance entries made to various financial and accounting records; type a variety of tabular, numerical, and narrative material; and regularly maintain simple accounting and statistical records and accounting journals. The work is generally routine or standardized but involves a choice of action within limits defined by standard practices and instructions. Incumbents may handle inventory, accounts payable, accounts receivable, purchase orders and receiving reports, and workers' compensation claims. Incumbents receive instructions or directions from the immediate supervisor that are used in conjunction with operational manuals or other written materials to perform the work. Contacts with persons within or outside the agency may be limited and involve the exchange of routine, factual information.

### **MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

#### **Education:**

Graduation from a standard four-year high school or equivalent (GED);

**AND**

#### **Experience:**

Two (2) years of directly related experience.

#### **Substitution Statement:**

Graduation from a standard four-year high school or equivalent (GED), directly related education, and directly related experience may be substituted on an equal basis.

### **PHYSICAL REQUIREMENTS:**

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Light Work:** May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Speaking/Hearing:** Possesses the ability to give and receive information through speaking and listening skills.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to walk; stand; and stoop, kneel, crouch, or bend.

### **COMPETENCIES:**

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

### **PUBLIC SECTOR COMPETENCIES:**

**Integrity and Honesty:** Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

**Work Ethic:** Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

**Service Orientation:** Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

**Accountability:** Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high-level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

**Self Management Skills:** Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

**Self-Development:** Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

#### **TECHNICAL COMPETENCIES:**

**Communication Skills:** Shares information in writing or verbally.

Concisely and correctly answers questions and/or advises, explains, or conveys information to internal/external customers and other professionals. Asks appropriate questions to gain information to accurately account for transactions and to resolve pertinent issues. Participates effectively in meetings, seminars, and training sessions. Presents written and oral information using proper grammar, punctuation, and content. Appropriately documents information using tools such as: journal entries, work papers, letters, e-mails, reports, memoranda, etc. Exercises professional courtesy in all communications.

**Workflow Management:** The ability and willingness to perform work within defined specifications and time lines and to manage conflicting priorities.

Schedules and manages workload to assist in achievement of desired goals. Effectively utilizes agency assets such as work time, computer equipment, supplies, etc. Resolves all tasks timely and accurately. Exercises appropriate level of professional skepticism based on information obtained. Adapts to a variety of situations and surroundings. Pays close attention to details and has the ability to work in a multi-task environment.

**Functional Capability:** Possesses or is capable of developing the specific knowledge and technical abilities to succeed in the specified position.

Verifies the accuracy of amounts recorded onto records, forms, licenses, claims, and other accounting documents by comparing one set of numbers to another set or by checking mathematical computations. Makes mathematical computations such as adding, subtracting, multiplying, and dividing to process or compile accounting or financial data.

**Professional Maturity:** Possesses the capacities and aptitudes acquired by means of personal or professional experience, which enable functions to be fulfilled, and enables the incumbent to deal with situations in the workplace in a professional manner.

Is able to assess the situation and appropriately respond. Exhibits the appropriate degree of confidence, assertion, tolerance, patience, and empathy. Knows when to refer an issue to the appropriate level of management. Complies with agency standards. Responds appropriately to supervision and administrative decisions. Exhibits positive, influential attitude and work ethic among peers within work unit. Takes initiative to accomplish goals. Maintains appropriate standards of confidentiality.

**Work Performance:** Has the abilities and attributes to successfully perform the duties of the job.

Types billings for insurance, credit union deductions, deferred compensation, and other payroll deductions. Files materials into an established filing system; obtains requested information from the file as needed. Records data onto records, logs, forms, licenses, or claims; maintains and processes these documents as necessary. Mails and receives checks, cards, form letters, reports, and correspondence as directed. Types charts, graphs, tables, and lists; types requisitions, checks, labels, envelopes, or information onto pre-formatted documents.

**Technical:** Is proficient in operating technical equipment in performing duties of the job.

Operates an adding machine, calculator, or computer. Uses computer software to complete assigned tasks, meet agency goals, and produce required results. Possesses knowledge of Microsoft and other software products including but not limited to the following: Windows, word processing and spreadsheet applications, Internet applications, and general ledger software.

**ESSENTIAL FUNCTIONS:**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Maintains and reviews accurate accounting records.
2. Performs general office and clerical duties including typing, filing, and operating basic office machines.

**EXAMPLES OF WORK:**

**Examples of work performed in this classification include, but are not limited to, the following:**

Determines the accuracy of numerical amounts recorded onto records, forms, licenses, claims, statements, and other accounting documents by checking mathematical computations and verifying balances.

Makes mathematical computations such as adding, subtracting, multiplying, and dividing; computes fractions and percentages.

Operates an adding machine, calculator, or computer.

Prepares payrolls using information from attendance records and other sources, making allowances for various deferments and deductions.

Records entries into agency accounting journal.

Assembles and itemizes cash or checks for bank deposit.

Compiles various accounting data for inclusion in financial statements, budget requests, or fiscal reports.

Prepares and maintains various forms and records for subsequent processing.

Maintains a filing system for classifying, retrieving, and disposing of such materials as correspondence, records, reports, and other documents.

Places local and long distance calls upon request; refers incoming telephone calls and visitors to the appropriate persons or functional area.

Exchanges routine, factual information with persons within or outside the agency over the telephone, through personal contact, or by correspondence.

Performs related or similar duties as required or assigned.

**INTERVIEW REQUIREMENTS:**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.