NEW 02 AUG 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Account Clerk 1	CODE: 16511C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from account clerk supervisor or other higher-level supervisor, posts accounting transactions to ledgers, journals or cash books, reviews, codes & processes accounting documents, performs variety of clerical tasks & prepares financial reports;

-PERFORMS RELATED DUTIES AS REQUIRED.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	38-58	Posts variety of accounting transactions to ledgers, journals or cash books manually or mechanically (e.g., posting or accounting machine) & makes necessary mathematical computations for posting & maintenance of records.	Knowledge of (1) bookkeeping, (2) agency bookkeeping policies & procedures*; skill in (3) operation of adding machine or calculator, (4) operation of posting or accounting machine*; ability to (5) understand bookkeeping procedures, (6) calculate fractions, decimals & percentages, (7) maintain accurate records.
2	9-29	Reviews, codes & processes invoices, receipts, vouchers or other accounting documents (e.g., checks for mathematical accuracy, appropriate signatures, correct identification numbers & pertinent dates, checks &/or assigns appropriate program/activity codes, separates colored copies of accounting documents, sorts alphabetically, by date or by document title).	Knowledge of 1, 2*; skill in 3; ability to 5, 6, 7, (8) gather, collate & classify information about data, people or things.
3	12-32	Files cards, invoices & vouchers; types & proofreads correspondence, statements & forms; orders & distributes office supplies; answers telephone inquiries; sorts & disperses mail.	Knowledge of (9) office practices & procedures*; skill in (10) typing; ability to 7, 8, (11) answer routine telephone inquiries.
4	4-14	Compiles & types variety of financial reports (e.g., weekly & annual reports on cash, budget, accounts receivable, accounts payable).	Knowledge of 1, 2*; skill in 3, 4*, 10; ability to 6, 7, 8.
5	0-7	Assists in checking purchase orders, payrolls, time sheets, time cards, vendor checks, budgets & other accounting records & documents.	Knowledge of 1, 2*; skill in 3; ability to 6.

(109) 123: 1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 1 course in high school accounting or in accounting for bookkeepers offered by college (or 3 mos. exp.); 1 course in applications of adding machine & calculator (or 1 mo. exp.); 1 course in typing (or 1 mo. exp.); or equivalent.

FORM ADM-4134

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