NEW 02 AUG 1987

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Account Clerk 2	16512C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION: Under general supervision from account clerk supervisor, fiscal officer or other higher-level supervisor, analyzes & processes expense reports, invoices, vouchers & other related materials, determines accuracy & validity & prepare vouchers, invoices & remittances & other forms necessary for receipt & disbursement of funds &/or prepares agency, institution or district bi-weekly payroll for submission to Auditor of State & Department of Administrative Services, Payroll Processing &/or prepares general relief & adult & family emergency assistance payroll, posts, updates & balances ledgers & journals, gathers & compiles information for financial reports &/or prepares biweekly, monthly, quarterly or annual reports on accounts maintained & performs related clerical tasks;

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	39-59	Analyzes & processes expense reports, invoices, vouchers & other related materials, determines accuracy & validity & prepares vouchers, invoices & remittances for receipt & disbursement of funds (e.g., verifies mathematical accuracy, quantity of goods purchased & received, purchase price, applicable discounts & freight charges, reconciles discrepancies, verifies appropriation sources, matches invoices to delivery receipts & purchase orders, places invoices in recaps, determining total amount of recap & voucher numbers, verifies accuracy of money remitted against serial numbers of licenses sold on consignment) &/or prepares agency, institution or district biweekly payroll for submission to Auditor of State & Department of Administrative Services, Payroll Processing (e.g., verifies employees' biweekly payroll, sick, vacation, personal leave or leave without pay, calculates adjustments regarding reclassification, promotion, demotion, longevity, step increases, tax withholding, health care, retirement, calculates & updates employee service time, verifies & computes retroactive pay due to court decisions, errors in prior payrolls or legislation) &/or prepares general relief payrolls for welfare recipients (i.e., calculates work hours for each recipient & prepares workslips & other information necessary for placement of recipient at various work sites), prepares & vouchers relief supply orders for adult emergency assistance or family emergency assistance	Knowledge of (1) bookkeeping, (2) agency bookkeeping system*; skill in (3) operation of adding machine & calculator; ability to (4) deal with variety of variables in somewhat unfamiliar context, (5) calculate fractions, decimals & percentages, (6) cooperate with co-worker on group projects.

123:1-7-17 (10)

*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: 2 courses in high school accounting or accounting for bookkeepers offered by college (or 6 mos. exp.); 1 course in applications of adding machine & calculator (or 1 mo. exp.) or

TRAINING & DEVELOPMENT:

NEW 02 AUG 1967

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Account Clerk 2

CODE: 16512C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
		& prepares cash payrolls, including medical bills, paid under emergency assistance program.	
2	20-40	Posts, updates & balances ledgers & journals for internal accounts (e.g., posts purchase orders, encumbrance documents, transfers, cancellations & vouchers payable, posts receipt of various types of funds such as general revenue appropriations, rotary funds or grants, balances accounts on daily/weekly/monthly basis, reconciles internal accounts with auditor & state accounting).	Knowledge of 1, 2*; skill in 3; ability to 4, 5, 6.
3	2-12	Gathers & compiles material for financial reports; prepares biweekly, monthly, quarterly &/or annual reports on accounts maintained.	Ability to (7) prepare meaningful, concise & accurate reports, (8) gather collate & classify information about data, people or things.
4	4-24	Performs variety of related clerical tasks (e.g., conducts correspondence relative to accounts maintained & materials processed, maintains filing system, types reports, answers telephone inquiries).	Knowledge of (9) office practices & procedures*; skill in (10) typing; ability to 4, 8.

(111)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
equivalent.

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE: Account Clerk 2

CODE: 16512 C