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**CLASSIFICATION SPECIFICATION**

**CLASS NUMBER 10192**

**ACCOUNT CLERK 2**

**OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES**

**EFFECTIVE**

**MAY 5, 2002**

The duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, an Account Clerk 2 may not perform all of the duties listed. However, it is mandatory that the first duty (I) be performed a minimum of 20% of the time.



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## Summary of Essential Duties

The primary purpose of the Account Clerk 2 position is to analyze, code, prepare and reconcile expense reports, invoices, vouchers, accounts, remittances, and other related materials for daily cash-ins and cash-outs as well as oversee the completion of those tasks. Account Clerk 2's track various accounts and assist obligees, obligors, and the general public with the handling of these accounts.

### Duties

Frequency: 37% +/-15%

- I. Analyzes, prepares and reconciles expense reports as well as prepares invoices, vouchers, accounts, remittances, and other related materials for daily cash-ins and cash-outs.

Frequency: 20% +/-5%

- II. Tracks various accounts and assists obligees, obligors and the general public with the handling of these accounts.

Frequency: 10% +/-5%

- III. Performs administrative duties. (e.g., organizes meetings; signs official letters and documents; assumes responsibility and authority in supervisor's absence).

Frequency: 15% +/- 3%

- IV. Oversees and assists with the writing and submittal of various reports.

Frequency: 3% +/-2%

- V. Assists in the development and coordination of fiscal and managerial accounting systems.

Frequency: 3% +/-1%

- VI. Performs training duties.  
A. Disseminates information to others.  
B. Prepares material for use in training sessions.



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- C. Assists in evaluating training effectiveness.
  - D. Responds to questions and assists in training of other clerical workers.

Frequency: 3%+/-1%

- VII Assists with payroll, billing and purchases and Random Moments Surveys.

Frequency: 3% +/- 1%

- VIII. Accounts for inventory and reports changes.

- A. Fills out County Inventory Form for any new equipment over \$50.00 and any movement of equipment.
- B. Tabulates yearly office supply needs based on previous year's usage.

Frequency: 3% +/- 1%

- IX. Performs various position-related clerical duties.

Frequency: 3% +/-1%

- X. Performs basic auditing/examining duties, such as verifying balances, sorting and organizing material, revising journal entries.



**KSA'S FOR THE  
JOB CLASSIFICATION OF  
ACCOUNT CLERK 2**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
<b>I</b>	Office practices and procedures; Agency computer systems; Typing principles; Word processing functions; Mail procedures; Intermediate-level mathematical principles; Accounting and bookkeeping principles and procedures (e.g., account reconciliations); IRS offsets; Court proceedings; Warrants; Social welfare issues; Banking procedures and practices.	Typing; Writing; Operating computer systems; Organization; Operating office machines (e.g., photocopier); Word processing.	Perform intermediate-level mathematical and accounting operations (e.g., perform account reconciliations; analyze, code, prepare and reconcile fiscal documents, accounts, etc.); Prepare correspondence; Prepare vouchers; Prepare warrants for distribution; Prepare daily deposits; Prepare receipts for money received; Enter data into computer (i.e., type); Sort items into categories according to established methods; Investigate problems/discrepancies among data (e.g., invoices); Operate office machines (e.g., photocopier); Perform a wide variety of interrelated procedural assignments.
<b>II</b>	Office practices and procedures; Agency computer systems; Typing principles; Mail procedures; Accounting and bookkeeping principles and procedures; Various financial accounts; Intermediate mathematical principles.	Computer operations; Typing; Oral Communication; Organization.	Complete forms; Answer routine questions/inquiries; Enter data into computer (i.e., type); Investigate problems/discrepancies among data; Track various accounts; Perform intermediate-level mathematical operations.
<b>III</b>	Time card signing procedures; Procedures for Agency meetings; Administrative practices; Various letters, documents, and other correspondence; Supervisory responsibilities; Personnel issues (e.g., retirement, sick leave conversion, health insurance); Intermediate mathematical principles; Telephone billings procedures.	Oral Communication; Organization; Writing; Supervisory; Advising; Perform computer operations.	Advise others; Supervise others; Organize meetings; Give and exchange facts and routine information; Perform intermediate-level mathematical operations; Verify and sign bi-weekly time cards; Maintain accurate records; Sign official letters and documents; Advise employees on personnel issues; Verify billings; Read, copy and record figures; Gather, collate and summarize data..
<b>IV</b>	Report writing; Office practices and procedures; Data processing procedures; Agency computer systems; Typing.	Typing; Organization; Oral communication.	Perform basic computer operations; Collect data; Answer routine questions/inquiries; Maintain accurate records; Statistically analyze data; Complete forms; Read, copy and record figures; Gather, collate and summarize data; Complete various reports; Use computers.



<b>V</b>	Office practices and procedures; Accounting practices; Intermediate mathematical principles; Managerial accounting systems.	Organization.	Gather/collect data; Assist in the development of fiscal and managerial accounting systems; Explain policies and procedures to others; Perform intermediate-level mathematical operations; Perform accounting operations; Interpret technical material from the field of accounting; Implement new programs/systems.
<b>VI</b>	Learning principles; Training and development practices; Preparation of training materials; Training evaluation.	Oral communication; Organization; Writing; Evaluation of training.	Collect data; Answer routine questions/inquiries; Train others; Develop training programs; Evaluate training effectiveness.
<b>VII</b>	Agency computer systems; Typing principles; Intermediate mathematical principles; Agency payroll procedures; Purchasing practices and procedures; Random moments surveys; Travel reimbursement procedures; Payroll practices; Filing procedures.	Typing; Oral Communication.	Perform intermediate-level mathematical operations; Discuss payroll discrepancies with others; Enter data into keyboard (i.e., type); Investigate discrepancies among data; Discuss discrepancies with employees; Complete purchase orders; Review random moments surveys to ensure completeness of information; Assist with purchase order completion and bill payments; File.
<b>VIII</b>	Intermediate mathematical principles; Typing principles; Computer operations; Inventory principles and procedures.	Writing; Typing; Performing computer operations.	Perform computer operations; Account for inventory and report changes; Complete inventory forms; Tabulate office supply needs; Perform intermediate-level mathematical operations.
<b>IX</b>	Office practices and procedures; Agency computer systems; Mail procedures; Typing principles; Accounting and bookkeeping principles and procedures; Computer operations; Word processing functions; Intermediate mathematical principles.	Oral Communication; Computer operations; Writing; Typing.	Sort, organize and code items into categories according to established methods; Enter data into computer (i.e., type); Enter informational changes into Agency computer; Work with and assist others; Perform intermediate-level mathematical operations on calculator.
<b>X</b>	Office practices and procedures; Auditing/examining principles and procedures; Intermediate mathematical principles.	Oral Communication.	Perform auditing/examining duties; Examine, review and verify case files; Sort items into categories according to established methods; Verbally respond to reports of auditors.



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### **Minimum Qualifications**

- One year of experience as Account Clerk 1, 10191.
- Or completion of two years technical training in business management or similar field with an emphasis on accounting. Also requires one year of experience in a position similar to an Account Clerk 1, 10191.
- Or two courses or twelve months experience in business mathematics, two courses or twelve months experience in accounting or bookkeeping, one course or six months experience in typing or keyboarding, one course or six months experience in office practices and procedures, and one course or six months experience in techniques of writing. Also requires one year of experience in a position similar to an Account Clerk 1, 10191.

**Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.**

### **Unusual Working Conditions/Hazards**

The position requires no unusual physical effort or exertion. Most of the work is sedentary but may involve occasional moving of light equipment or office supplies. The position involves very limited probability of any injury, such as would be expected in a typical office environment.