

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES**

Account Clerk

SERIES NUMBER

1651AG

MAJOR AGENCIES

Attorney General only

EFFECTIVE

10/28/2018

SERIES PURPOSE

The purpose of the account clerk occupation is to provide clerical support associated with accounting functions in order to prepare, process & maintain accounting records & summarize business or financial transactions.

This series does not include clerical positions whose primary duties are performing clerical tasks to assist section of work unit on a day to day basis (see Clerk series) nor clerical positions requiring typing (see Administrative Professional series).

JOB TITLE

Account Clerk 1

JOB CODE

16511AG

PAY GRADE

26

EFFECTIVE

10/28/2018

CLASS CONCEPT

The entry level class works under immediate supervision & requires some knowledge of clerical accounting support systems & procedures in order to post entries to ledgers & journals & process accounting documents.

JOB TITLE

Account Clerk 2

JOB CODE

16512AG

PAY GRADE

27

EFFECTIVE

10/28/2018

CLASS CONCEPT

The full performance level class works under general supervision & requires working knowledge of accounting support systems in order to prepare vouchers, invoices, remittances for receipt & disbursement of funds & other related materials.

JOB TITLE

Account Clerk 3

JOB CODE

16513AG

PAY GRADE

28

EFFECTIVE

10/28/2018

CLASS CONCEPT

The advanced level class works under direction & requires thorough knowledge of accounting support systems & procedures in order to keep complex budget accounts, analyze expenditures & financial reports, provide guidance on work related matters & train new employees.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Account Clerk 1	16511AG	45	10/28/2018	26

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

1. Processes accounting documents:
 - Posts variety of accounting transactions to ledgers, journals or cash books using personal computer, posting or accounting machine
 - Makes mathematical computations for posting & maintenance of records
 - Reviews, codes & processes invoices, receipts, vouchers & other accounting documents (e.g., reviews for mathematical accuracy, appropriate signatures, identification numbers & dates; assigns program/activity codes; sorts documents by date or document title)
 - Assists in checking purchase orders, payroll, vendor checks, budgets & other accounting records & documents

2. Performs clerical duties related to account clerk activities:
 - Files cards, invoices & vouchers
 - Types & proofreads correspondence, statements & forms
 - Answers telephone &/or email inquiries
 - Compiles data & types various financial reports (e.g., weekly & annual reports on cash, budget, accounts receivable, accounts payable)
 - Sorts & distributes mail

MAJOR WORKER CHARACTERISTICS

Knowledge of bookkeeping; agency & state bookkeeping policies & procedures*; office practices & procedures; addition, subtraction, multiplication, division, fractions, percentages & decimals. Skill in use of adding machine or calculator, posting or accounting machine & personal computer; Microsoft Office Suite; Ohio Administrative Knowledge System (OAKS)*; document management system (i.e., iManage)*. Ability to understand bookkeeping procedures; maintain accurate records; gather, collate & classify information about data, people or things; answer routine telephone inquiries.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

1 course or 3 mos. exp. in high school accounting or in accounting for bookkeepers offered by college; 1 course or 3 mos. exp. in operation of adding machine & calculator.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

Not applicable.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Account Clerk 2	16512AG	45	10/28/2018	27

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

1. Analyzes & processes accounting documents (e.g., invoices, vouchers, & other related materials)
 - Determines accuracy & validity of documents (e.g., ensures proper completion, mathematical accuracy, quantity of items purchased & received, reconciles discrepancies, matches invoices to purchase orders)
 - Prepares vouchers, invoices & remittances for disbursement of funds
 - Places invoices in recaps, determining total amount of recap & voucher numbers
 - Verifies accuracy of money remitted against serial numbers of licenses sold on consignment

2. Maintains ledgers & journals for internal accounts:
 - Posts, updates & balances ledgers & journals (e.g., posts purchase orders, encumbrance documents, transfers, cancellations & vouchers payable)
 - Posts receipt of various types of funds (e.g., general revenue appropriations, registration filing fees)
 - Balances accounts on daily/weekly/monthly basis
 - Reconciles internal accounts with auditor & state accounting
 - Assists in training of lower-level account clerks

3. Performs administrative duties related to account clerk activities:
 - Gathers & compiles material for financial reports
 - Prepares biweekly, monthly, quarterly, &/or annual reports on accounts maintained
 - Communicates updates regarding accounts maintained & materials processed
 - Answers telephone & email inquiries
 - Maintains filing system

MAJOR WORKER CHARACTERISTICS

Knowledge of bookkeeping; agency & state bookkeeping policies & procedures*; office practices & procedures; addition, subtraction, multiplication, division, fractions, percentages & decimals. Skill in use of adding machine or calculator, posting or accounting machine & personal computer; Microsoft Office Suite; Ohio Administrative Knowledge System (OAKS)*; document management system (i.e., iManage)*. Ability to prepare meaningful, concise & accurate reports; deal with variety of variables in somewhat unfamiliar context; gather, collate & classify information about data, people or things.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

2 courses or 6 mos. exp. in high school accounting or accounting for bookkeepers offered by college; 1 course or 3 mos. exp. in operation of adding machine & calculator; 6 mos. additional exp. in bookkeeping.

-Or 10 mos. exp. as Account Clerk 1, 16511AG.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

Not applicable.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Account Clerk 3	16513AG	45	10/28/2018	28

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

1. Is responsible for most complex budget accounts & auxiliary records
 - Performs all necessary computations (e.g., third party reimbursements, federal grants, draw-downs, capital improvements, operational accounts)
 - Analyzes accounts, expenditures & financial reports for purposes of determining preliminary budget projections
 - Analyzes accounts to assign credit available for consignment of forms
 - Analyzes separate accounts for account balance, account consistency & account impact on total system balance
 - Maintains general books of accounts; assists in maintaining general ledges & preparing financial statements & reports

2. Provides work direction, training & guidance to lower level account clerks (e.g., maintenance of accounts, preparation of invoices, vouchers & related documents); performs variety of clerical functions associated with account clerk activities

MAJOR WORKER CHARACTERISTICS

Knowledge of bookkeeping; agency & state bookkeeping system*; office practices & procedures; addition, subtraction, multiplication, division, fractions, percentages & decimals; supervisory principles/techniques*. Skill in use of adding machine or calculator, posting or accounting machine & personal computer; Microsoft Office Suite; Ohio Administrative Knowledge System (OAKS)*; document management system (i.e., iManage)*. Ability to define problems, collect data, establish facts & draw valid conclusions; understand bookkeeping procedures & apply principles to solve practical problems; prepare meaningful, concise & accurate reports.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

2 courses or 6 mos. exp. in high school accounting or accounting for bookkeepers offered by college; 1 course or 3 mos. exp. in operation of adding machine & calculator; 12 mos. additional exp. in bookkeeping.

-Or 18 mos. exp. as bookkeeper in private sector or other governmental sector.

-Or 6 mos. exp. as Account Clerk 2, 16512AG.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

Not applicable.