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).

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>JOB CODE</th>
<th>PAY GRADE</th>
<th>EFFECTIVE</th>
</tr>
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<tbody>
<tr>
<td>Account Clerk 1</td>
<td>16511AG</td>
<td>26</td>
<td>10/28/2018</td>
</tr>
</tbody>
</table>

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.

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<th>EFFECTIVE</th>
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</thead>
<tbody>
<tr>
<td>Account Clerk 2</td>
<td>16512AG</td>
<td>27</td>
<td>10/28/2018</td>
</tr>
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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.

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<th>EFFECTIVE</th>
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<tbody>
<tr>
<td>Account Clerk 3</td>
<td>16513AG</td>
<td>28</td>
<td>10/28/2018</td>
</tr>
</tbody>
</table>

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.
JOB TITLE: Account Clerk 1  
JOB CODE: 16511AG  
B. U.: 45  
EFFECTIVE: 10/28/2018  
PAY GRADE: 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.
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.
JOB TITLE: Account Clerk 3  
JOB CODE: 16513AG  
B. U.: 45  
EFFECTIVE: 10/28/2018  
PAY GRADE: 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.