

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: 7/1/00:lb	CLASS TITLE: ACCOUNT CLERK 2	CODE: 16512 CHS-MONT
	MAJOR AGENCIES: COUNTY JOB AND FAMILY SERVICES	PAGE <u>1</u> OF <u>3</u>

CLASS CONCEPT: 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 & prepares 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 report &/or prepares biweekly, monthly, quarterly or annual reports on accounts maintained & performs related clerical tasks;

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	<p>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,</p> <p>(Performs Related Duties As Required)</p>	<p><u>Knowledge of</u> (1) bookkeeping, (2) agency bookkeeping system*; <u>Skill in</u> (3) operation of adding machine & calculator; <u>Ability to</u> (4) deal with variety of variables in somewhat unfamiliar context, (5) calculate fractions, decimals & percentages, (6) cooperate with co-workers on group projects.</p> <p>(*Developed After Employment)</p>

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 equivalent. (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT:
------------------------------------	--	------------------------------------

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION:	CLASS TITLE: ACCOUNT CLERK 2	CODE: 16512 CHS-MONT
	MAJOR AGENCIES: COUNTY JOB AND FAMILY SERVICES	PAGE <u>2</u> OF <u>3</u>

CLASS CONCEPT:

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	<p>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 work slips & other information necessary for placement of recipient at various work sites), prepares & vouchers relief supply orders for adult emergency assistance or family emergency assistance & prepares cash payrolls, including medical bills, paid under emergency assistance program.</p> <p>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).</p> <p>(Performs Related Duties As Required)</p>	<p><u>Knowledge of 1, 2*</u>; <u>Skill in 3</u>; <u>Ability to 4, 5, 6.</u></p> <p>(*Developed After Employment)</p>

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT:
------------------------------------	--	------------------------------------

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION:	CLASS TITLE: ACCOUNT CLERK 2	CODE:16512 CHS-MONT
	MAJOR AGENCIES: COUNTY JOB AND FAMILY SERVICES	PAGE <u>3</u> OF <u>3</u>

CLASS CONCEPT:

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	Gathers & compiles material for financial reports; prepares biweekly, monthly, quarterly &/or annual reports on accounts maintained.	<u>Ability to</u> (7) prepare meaningful, concise & accurate reports, (8) gather, collate & classify information about data, people or things.
4	Performs variety of related clerical tasks (e.g., conducts correspondence relative to accounts maintained & materials processed, maintains filing system, types reports, answers telephone inquiries).	<u>Knowledge of</u> (9) office practices & procedures*; <u>Skill in</u> (10) typing; <u>Ability to</u> 4, 8.
	(Performs Related Duties As Required)	*Developed After Employment)

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT:
-----------------------------	---	-------------------------