

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: 7/1/00:lb	CLASS TITLE: ACCOUNT CLERK 3	CODE: 16513 CHS-MONT
	MAJOR AGENCIES: COUNTY JOB AND FAMILY SERVICES	PAGE <u>1</u> OF <u>2</u>

CLASS CONCEPT: Under general supervision from section head, keeps complex budget accounts, analyzes expenditures, financial statements & reports, maintains general books of accounts & makes financial statements; may act as lead worker over small number of account clerks &/or clerks when assigned.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	Keeps most complex budget accounts & auxiliary records & performs all necessary computations (e.g., third party reimbursements, federal grants, draw-downs, capital improvements, operational accounts).	<u>Knowledge of</u> (1) bookkeeping, (2) agency bookkeeping system*; <u>Skill in</u> (3) operation of adding machine or calculator; <u>Ability to</u> (4) deal with problems involving several variables in familiar context, (5) calculate fractions, decimals & percentages, (6) understand bookkeeping procedures & apply principles to solve practical problems.
2	Analyzes accounts, expenditures, financial statements & reports for purpose of determining preliminary budget projections.	<u>Knowledge of</u> 1, 2*; <u>Ability to</u> 4, 5, (7) cooperate with co-workers on group projects.
3	Maintains general books of accounts; makes financial statements.	<u>Knowledge of</u> 1, 2*; <u>Skill in</u> 3; <u>Ability to</u> 4, 5, (8) sort items into categories according to established methods.
4	Performs related clerical duties (e.g., types, files, orders supplies).	<u>Knowledge of</u> (9) office practices & procedures*; <u>Skill in</u> (10) typing; <u>Ability to</u> 4.
	(Performs Related Duties As Required)	(*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 2 courses in accounting for (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT:
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CLASS CONCEPT:

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
5	<p>Acts as lead worker (i.e., provides work direction & trains) over small number of clerks &/or account clerks in maintenance of accounts, preparation of payrolls, invoices, vouchers & documents.</p> <p>(Performs Related Duties As Required)</p>	<p><u>Knowledge of 1, 2*, (11) supervision*</u>; <u>Ability to 4, 5, 6.</u></p> <p>(*Developed After Employment)</p>

UNUSUAL WORKING CONDITIONS:	<p>MINIMUM CLASS REQUIREMENTS: (Including License, If Any) bookkeepers offered by college & 6 mos. exp. as Account Clerk 1 or 2 or in comparable position performing like duties (or 12 mos. exp. as bookkeeper); 1 course in applications of adding machine & calculator (or 1 mo. exp.); or equivalent.</p> <p>(Other Evidences May Be Substituted)</p>	TRAINING & DEVELOPMENT:
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