

FINANCE CLERK I

DISTINGUISHING FEATURES OF THE CLASS: The work is primarily routine in nature and involves operating a computer in the application of standardized financial recordkeeping practices and reviewing financial accounts and records. Incumbents usually work under general supervision on standard assignments in accordance with clearly defined procedures. Supervisors are available for consultation on unusual problems and provide instructions on all new or difficult assignments. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Posts to various accounts from appropriation, expense, invoice, payroll, receipts, voucher records and other original entry media;
 Receives remittances by mail or in person, verifies amounts, computes interest and penalties and posts to books of original entry;
 Assists in maintaining labor, material and operation expenses;
 Assists in verifying and reconciling account balances according to a prescribed procedure;
 Classifies constantly recurring receipts and expenditures and distributes costs according to a prescribed code;
 Types and maintains various records;
 Compiles data for and helps in the preparation of simple financial and statistical reports;
 Sorts, indexes and files requisitions, vouchers, ledger cards and other material;
 Compiles payroll data, prepares and checks payroll;
 Operates computing, calculating, check writing and other office machines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of modern methods of keeping and reviewing financial accounts and records; working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to make arithmetical computations accurately and rapidly; ability to understand and follow oral and written instructions; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; accuracy, tact, neatness and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

1. Graduation from high school or possession of a high school equivalency diploma and one (1) year of full-time paid, or its part-time equivalent, account clerical/bookkeeping experience maintaining financial accounts and associated financial records; OR
2. Two years of full-time paid, or its part-time equivalent, account clerical/bookkeeping experience as described in (1) above.

SUBSTITUTION: Completion of one (1) year (1 year equaling 30 credit hours) of college with study in accounting, secretarial science, office technologies or business administration may be substituted for the one year of required experience as noted in (1) above.

APPROVED: DECEMBER 15, 2006

REVISED: NOVEMBER 30, 2018

CIVIL SERVICE CLASSIFICATION: COMPETITIVE