



City of Laguna Niguel Job Description

SENIOR ACCOUNT CLERK

Maintenance, Clerical, and Technical Unit
FLSA: Non-exempt

DEFINITION

Perform clerical and technical accounting duties and administrative work in accounts payable, accounts receivable, payroll, and general administration.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Finance Director.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

Important responsibilities and duties may include, but are not limited to, the following:

- ◆ Prepare and verifies bi-weekly payrolls; prepare associated monthly, quarterly and annual payroll reports; answer employee questions regarding payroll.
- ◆ Maintain data on full-time and part-time employees, including total hours, changes in name or address, salary changes, exemptions, insurance, vacation, and sick leave records.
- ◆ Issue invoices for reimbursement claims; assign payment of utility bills to various departments via spreadsheets.
- ◆ Issue payment for grading bond releases; assist with determination of site plan refunds.
- ◆ Research payment histories; assist with determination of payments due to outside agencies.
- ◆ Track fixed assets.
- ◆ Prepare periodic utility, financial, statistical, or operational reports as assigned.
- ◆ Perform a variety of clerical duties, including maintaining files and records, ordering and maintaining supplies and equipment, and coordinating service calls for Department office equipment.
- ◆ Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ◆ Pertinent Federal, State, and local laws, codes, and ordinances.
- ◆ Fundamental principles and procedures of financial record keeping.
- ◆ Basic mathematical principles.
- ◆ Modern office methods, procedures, and computer equipment.

Ability to:

- ◆ Operate a typewriter, calculator, computer terminal, and other office equipment.

- ◆ Accurately tabulate, record, and balance assigned transactions.
- ◆ Maintain a variety of financial records and files.
- ◆ Type at a speed necessary for successful job performance.
- ◆ Perform varied clerical work.
- ◆ Perform procedures in an organized and accurate manner.
- ◆ Understand and carry out oral and written instructions.
- ◆ Establish and maintain cooperative working relationships.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Two years of general clerical experience including some financial record keeping responsibility.

Equivalent to completion of the twelfth grade.

Licenses:

Possession of, or ability to obtain, a valid California Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, and hear; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, and crouch.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.