



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 341.2

Job Title: **SENIOR ACCOUNT CLERK**

Pay Grade: 13

GENERAL SUMMARY:

Under general supervision, performs a variety of routine accounting functions with moderate complexity in accordance with standard procedures.

RESPONSIBILITIES:

- Reviews various financial statements for internal accuracy and conformance to accounting requirements.
- Verifies various vouchers and documents for computation accuracy.
- Processes payments and compiles segments of monthly closings, annual reports, etc.
- Prepares simple financial statements, charts, tables, etc., for use in reports.
- Records disbursements, expenses and other payments.
- Prepares vouchers and posts day-to-day transactions.
- Answers customer inquiries.
- Monitors assigned accounting controls in the maintenance of cost accounting and/or finding systems.
- May contact other departments and/or outside agencies to resolve routine problems.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or a GED. Knowledge of personal computers is preferred.

EXPERIENCE:

One year of clerical accounting experience is required.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with lower-level service representative and vendors. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position is physically comfortable most of the time with occasional periods of stooping bending and/or lifting of materials of up to 10 pounds.

WORK ENVIRONMENT:

There is only a slight source of discomfort from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with situations where occasional exposure to office chemicals and/or light use of a video display terminal are required.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Account Clerk
Senior Account Clerk
Accounting Services Supervisor

Effective Date: October 1990

Revised Date: July 1999