



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 341.1

Job Title: **ACCOUNT CLERK**

Pay Grade: 10

GENERAL SUMMARY:

Performs general clerical and accounting activities within highly structured job parameters. Performs routine and repetitive tasks in the general accounting, accounts payable and auditing functions.

RESPONSIBILITIES:

- Reviews, processes and compiles various accounting transactions, i.e., payment vouchers, petty cash, requisitions, purchase orders, etc. Receives and distributes departmental mail.
- Assists with general accounting or other clerical responsibilities as assigned.
- Maintains various accounting files and file assets in preparation of reports.
- Verifies information.
- Posts journal entries.
- Checks the matching of payments to accounts receivables and invoice and purchase order items.
- Summarizes and prepares internal financial reports e.g., petty cash, accounts receivable/payable, payroll.

SPECIFICATIONS:

KNOWLEDGE:

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.

EXPERIENCE:

Six months of clerical accounting experience are required.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

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 primarily with the clerical and technical staffs. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

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 light 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 periodic 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: October 1990

Revised: April 1992