CITY OF BURBANK

ACCOUNT CLERK

DEFINITION

Under direction, to perform technical governmental and proprietary fund accounting; perform treasury functions, purchasing, payroll, fixed assets, and accounts payable; and other related work as required.

ESSENTIAL FUNCTIONS

Process and review accounting postings; prepare journal entries; prepare various reconciliation’s including bank, accounting, and investment activity recorded on statements, ledgers and journals; maintain various financial records and files; process and prepare requisitions, purchase orders and other related purchasing documents; record, number, maintain, and inventory fixed assets; review account coding and process invoices for payment; assist in payroll preparation; review, calculate and process payroll changes and adjustments; audit and reconcile payroll records; receive payments, deposits, and warrants and prepare cash or treasurers receipts; research and respond to questions and requests concerning payroll, purchasing, fixed assets, accounts payable, or treasury functions from employees, departments, and the public; identifies problems and recommends solutions for assigned duties; operates a personal computer, typewriter, 10-key calculator/adding machine, and other office equipment.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - methods and procedures, automated office systems; financial terms, concepts, practices and procedures.

- Skill in - use of automated financial system.

- Ability to - operate a personal computer; uses spreadsheets and word processing programs; operate a 10-key calculator/adding machine and other office equipment; make arithmetic computations rapidly and accurately; learn and explain various financial and other related polices and procedures; establish and maintain an effective working relationship with supervisors, fellow employees, and the public.

Education/Training: Graduation from high school or equivalent and two years of recent experience in one or more of the following: general accounting, payroll, accounts payable, purchasing, treasury operations, or other financial applications. NOTE: An Associate Degree may be substituted for one year of experience or Bachelor Degree may be substituted for two years of experience. Ability to type 30 net words per minute.

SUPPLEMENTAL INFORMATION

A valid California Class “C” driver's license or equivalent may be required at time of appointment.