



# Mount Vernon Public Library

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## PART-TIME ACCOUNT CLERK

**DISTINGUISHING FEATURES OF THE CLASS:** Under supervision of a higher-level employee, performs clerical work. The work involves routine financial record keeping, reviewing, or related tasks which required the standardized application of account-keeping practices. Similar items are constantly recurring and their allocation or distribution has either been previously determined or is checked by supervisors before being made. Accounts clerks usually work under general supervision on standard assignments in accordance with detailed procedures. Performs routine clerical tasks in keeping financial accounts and records. Supervisors are available for consultation on unusual problems and give detailed instructions on new assignments; does related work as required.

**EXAMPLES OF WORK:** (Illustrative only) Makes up and checks department payrolls, quarterly reports, and retirement reports; Receives and accounts for cash, checks and money orders; Receipts paid bills and makes appropriate entries in ledgers; Makes computer entries of invoices (bills), to budgeted accounts; Keeps record of requisitions and bills; Prepares bank deposits and reconciles bank statements; Proves cash on hand and ledger entries and takes trial balance; Audits routine claims and cash reports; Requisitions and issues stationery, forms, records, and other office supplies; Checks bills against vouchers and orders to determine the correctness of prices and quantities; Makes a variety of arithmetical computations; Gives information to inquirers either in person or over the telephone; Prepares tax payments received, for processing; Assists task payers with inquiries concerning their accounts; Prepares calculations for tax arrears agreements; Performs a wide variety of clerical and account keeping tasks.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Basic knowledge of financial accounting and record keeping procedures; Skill in operation of adding, and office machines; Ability to understand and carry out oral and written directions; Ability to make rapid and accurate computations; Ability to get along well with others; Accuracy; Reliability; Resourcefulness; Integrity; Tact and Courtesy; Neatness of appearance; Physical condition commensurate with the demands of the position.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Graduation from High School or possession of a High School Equivalency Diploma and one (1) year of clerical experience involving the keeping of financial records. **ADOPTED:** CSC Amended: 02/16/59, 04/28/80, 02/23/81, 02/26/90, 06/10/96, 09/10/01, 07/21/08 02/06/84, 03/11/85, 01/09/89 Reviewed and amended: 04/20/16 **CLASSIFICATION:** COMPETITIVE