



July 2024
FLSA: Non-Exempt

ACCOUNTING CLERK I/II

SALARY RANGE – BASE RATE*

\$20.29 - \$33.05 Hourly

\$3,517 - \$5,729 Monthly

\$42,203 - \$68,744 Annually

*Does not Include Added Special Pay: 10-year Longevity Pay (5%) or Performance Based Compensation (varies from 0% to 5% annually).

(see [Employee Benefits Summary](#) for additional benefits)

JOB DESCRIPTION

Under supervision, performs a variety of clerical accounting duties in support of SRTA operations; prepares, maintains, and processes accounting records and financial transactions; and performs other duties as required.

CLASS CHARACTERISTICS:

Accounting Clerk I - This is the entry level class in the Accounting Clerk series. Positions in this class typically require little directly related work experience. The Accounting Clerk I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under close supervision while learning job tasks, progressing to relatively less supervision as procedures and processes of assigned area of responsibility are learned.

Accounting Clerk II - This is the journey level class in the Accounting Clerk series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive relatively less instruction or assistance and are fully aware of the operating procedures and policies within the work unit. Positions in this class are normally filled by advancement from the I level once the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of the work, otherwise meets performance standards, and any assessment requirements to move to the II level.

This classification is distinguished from the Accounting Clerk III in that the latter performs the more complex clerical accounting duties.

SUPERVISION RECEIVED AND EXERCISED

Accounting Clerk I – Receives immediate supervision from an assigned supervisor.

Accounting Clerk II - Receives general supervision from an assigned supervisor.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Reviews general ledger accounts for accuracy and potential adjustment; runs reports in the accounting system as necessary; and prepares monthly closing journal entries and monthly reporting.
- Gathers, tabulates, and proofreads statistical and financial data.
- Works with ledger accounts and other records; maintains subsidiary ledgers; accumulates records and statistics related to SRTA operations.
- Checks forms, records, reports, and other materials for accuracy, completion and conformance with established procedures and makes routine follow-up if necessary to secure additional information.
- Assists with the processing and preparation of payroll including tabulating and data entry of payroll deductions; reviews and corrects payroll entries; reviews and distributes biweekly payroll reports; and receives and processes unemployment claims information.
- Reviews invoices for complete and accurate coding, taxes, discounts and totals; matches invoices to purchase orders; allocates purchases to correct accounts.
- Researches and resolves accounts payable discrepancies; responds to vendor questions regarding invoices.
- Maintains records of monies received; post to ledgers, reconciles, balances and audits accounts; assists in preparing financial statements; quarterly tax returns and fiscal year end reports; completes bank deposit documentation.
- Processes checks, credit card payments, electronic fund transfers and file transfers to financial institutions.
- Provides clerical support to department staff; makes copies of documents as needed; handles correspondence by typing memoranda, letters and reports as required; distributes correspondence, and processes incoming and outgoing mail.
- Performs other duties as assigned.

QUALIFICATIONS

ACCOUNTING CLERK I –

Knowledge of:

- Computer applications related to the work, including Microsoft Word, Excel, and Outlook.
- Basic methods of record keeping.
- Basic mathematical calculations.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.

- Principles and practices of excellent customer service.

Ability to:

- Learn SRTA services, policies and procedures.
- Perform accounting clerical duties in support of SRTA operations.
- Make accurate mathematical calculations.
- Compose general correspondence and letters.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with staff, the Agency board and others contacted in the course of work.

ACCOUNTING CLERK II -

In addition to the qualifications for the Accounting Clerk I:

Knowledge of:

- Advanced customer service techniques.
- Methods and practices of bookkeeping and financial/statistical record keeping.
- Practices of handling cash and various methods of payment.
- Routine business letter writing and the standard format for reports and correspondence.

Ability to:

- Independently perform responsible clerical accounting duties.
- Respond to and assist in resolving inquiries related to financial accounting records and processes.
- Prepare correspondence, memorandums, and financial reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.

Education and Experience:

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

ACCOUNTING CLERK I - Graduation from high school and one year of increasingly responsible

clerical accounting experience.

ACCOUNTING CLERK II - Graduation from high school and two years of experience similar to that of an Accounting Clerk I with SRTA.

Licenses and Certifications:

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

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although frequent standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may periodically travel and work offsite for training, workshops, or meetings.