

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

ACCOUNT CLERK

Position Code: K0050

DISTINGUISHING FEATURES OF THE CLASS

Under direct supervision, performs specialized clerical work in maintaining and processing financial files, documents and records in an accounting operation.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Verifies the accuracy of and processes financial documents such as invoices, requisitions and vouchers; codes financial documents in accordance with established procedures.
2. Posts information from financial source documents to established detailed journal or register; maintains support ledger in accordance with established procedure.
3. Prepares simple financial reports and balances daily receipts and totals.
4. May perform limited amounts of related clerical functions such as typing, filing, and operating office machines.
5. Performs other related duties as assigned or required.

REQUIREMENTS:

Education and Experience

Requires Knowledge, skill and mental development equivalent to completion of four years of high school and one year of office experience including bookkeeping work.

Knowledge, Skills and Abilities

- Requires working knowledge of bookkeeping principles and practices.
- Requires working knowledge of office procedures and practices.
- Requires elementary knowledge of the operation of standard office accounting machines and equipment.
- Requires ability to make arithmetic calculations accurately and rapidly.

Approved by the Secretary of State Merit Commission - July 14, 1993
Effective - July 16, 1993

ACCOUNT CLERK (Continued)

EXAMINATION INFORMATION

Tests and Weights: Written Test, 100%

Knowledge Tested: Arithmetic
 Following Written Directions
 Accounting and Bookkeeping Principles
 Office Methods and Procedures

Length of Eligibility: 1 year