
Date: May 10, 2023

To: Civil Service Commission

From: Tarsha Moses, Personnel Analyst

Subject: REQUEST TO APPROVE REVISED CLASSIFICATION SPECIFICATION:
ACCOUNTING CLERK I-III

Civil Service Staff is requesting Civil Service Commission approval to adopt the revised classification specification for Accounting Clerk I-III in accordance with Article XI, Section 1101(d) of the City Charter.

Facts for Consideration:

- The classification specification of Accounting Clerk I-III was last adopted on November 15, 1985.
- Article XI, Section 1101(d) of the City Charter grants the Civil Service Commission the powers and duties to create classifications of employees in the classified service, subject to the power of the City Council to establish positions of employment.
- The proposed changes to the Accounting Clerk I-III classification specification include updates to the options to file under the minimum qualifications (Table I) and the addition of the driver's license requirement statement which states, "A valid driver's license, or the ability to arrange necessary and timely transportation for field travel, may be required for some assignments." These requirements are consistent with prior and most recent recruitments for the classification.
- There are no changes to the Examples of Duties or Distinguishing Characteristics.

Staff has discussed the proposed changes with Joe Ambrosini, Director of Human Resources, Russ Ficker, Human Resources Officer and the International Association of Machinists and the Aerospace Workers Union (IAM). All parties involved agree with the proposed actions and have been advised that this item is on today's agenda.

Civil Service Staff and a representative from Human Resources is present to respond to any questions the Civil Service Commission may have.



Table I

| MINIMUM REQUIREMENTS CURRENT LANGUAGE | MINIMUM REQUIREMENTS PROPOSED LANGUAGE |
|--|---|
| <p>One year of recent clerical accounting experience; OR business education which includes successful completion of one or more courses in each of the following: elementary accounting or bookkeeping; office machines; office practices and procedures; OR any combination of the education and experience stated above totaling one year.</p> | <p>Applicants must meet one of the following requirements A, B, or C:</p> <p>(A) One year of paid, full-time equivalent clerical accounting experience involving the maintenance of financial reports pertinent to accounts receivable, accounts payable, payroll, or similar functions; OR</p> <p>(B) One year of education (24 semester units/36 quarter units) from an accredited college or university which includes successful completion of one or more courses listed below: elementary accounting or bookkeeping; computer applications; or office practices and procedures; OR</p> <p>(C) Any combination of the education and experience stated above equivalent to one year.</p> |

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TITLE: **ACCOUNTING CLERK I-III**

DEFINITION: Under direct supervision, performs various clerical accounting duties in the preparation, processing and maintenance of accounting records.

DISTINGUISHING CHARACTERISTICS:

Accounting Clerk I – Entry training level and/or performs routine duties of the classification.

Accounting Clerk II – Performs full range of duties (journey-level).

Accounting Clerk III – Performs the most complex duties under minimal supervision.

EXAMPLES OF DUTIES:

Accounting Clerk I:

- Receives training in various clerical accounting duties;
- Prepares, assembles, tabulates, verifies, and files simple or routine bills, vouchers, invoices, requisitions, and purchase orders;
- Proofs schedules; - Performs less difficult reconciliation's and comparisons of data using pre-established worksheets;
- Posts journals and ledgers;
- Performs date-entry into an automated accounting system which requires simple independent decisions;
- May provide support to Accounting Clerk II;
- Performs other related duties as required.

Accounting Clerk II:

- Maintains accounting records (e.g. Accounts Payable, Grants Accounting, CIP or Billing) utilizing one (1) automated accounting system or subsystem which requires on-the-spot independent decisions for on-line data entry;
- Prepares, assembles, tabulates, and verifies bills, vouchers, invoices, requisitions, and purchase orders;
- Reviews, analyzes, and may interpret reports;
- Trains and/or explains accounting procedures and financial information;
- Researches projects and reconciliation's;
- Prepares basic/standard journal entries and makes accounting allocations;
- Maintains subsidiary ledgers;
- Collects and accounts for cash receipts;

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- Collects data for project billings;
- Prepares purchase requisitions for major construction contracts;
- May perform the duties of the Accounting Clerk I level;
- May assist in preparing budget;
- May provide support to Accounting Clerk III;
- May direct Accounting Clerk I and/or other clerical personnel;
- Performs other related duties as required.

Accounting Clerk III:

- Maintains accounting records utilizing two (2) or more automated accounting systems or subsystems including data entry, report output, and review and analysis of report;
- Reconciles the more difficult accounts (i.e. Billing and Collection Systems, Fixed Asset System or Bank Reconciliation's) to FMS;
- Maintains a full set of manual books;
- Performs all functions for handling and accounting of cash receipts and expenditures;
- Interfaces extensively with professional accountants and analysts, management, other departments, and public in areas of systems, training, and correspondence;
- Performs more difficult allocations and calculations, such as calculating monthly interest expense on grant funds, encumbrance analysis, and monitoring of bond payments;
- Assists in preparing budget;
- May perform the duties of Accounting Clerk II level;
- May provide support to Accounting Technician;
- May direct Accounting Clerks and/or clerical personnel;
- Performs other related duties as required.

REQUIREMENTS TO FILE:

- A. One year of paid, full-time equivalent clerical accounting experience involving the maintenance of financial records pertinent to accounts receivable, accounts payable, payroll, or similar functions.

OR

- B. One year of education (24 semester units/36 quarter units) from an accredited college or university, which includes successful completion of one or more courses listed below:
- Elementary accounting or bookkeeping
 - Computer applications
 - Office practices and procedures

OR

- C. Any combination of the education and experience stated above equivalent to one year.

A valid driver's license, or the ability to arrange necessary and timely transportation for field travel, may be required for some assignments.travel, may be required for some.

HISTORY:

Established: 11/15/1985

Revised: 04/08/1981

Approval/Adoption Date: 11/15/1985

Revised: 5/10/2023

Civil Service Commission Approval 5/10/2023