PROVO CITY CLASSIFICATION SPECIFICATION

<table>
<thead>
<tr>
<th>Title: Accounting Clerk</th>
<th>Job Code: 1100</th>
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<td>Date: March 26, 2018</td>
<td>EEOC Code: OC</td>
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<tr>
<td>FLSA Designation: Non-exempt</td>
<td>Civil Service Status: Covered (UC)</td>
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**DEFINITION:** This is entry-level accounting-related and/or cashiering work in support of a division or department accounting program.

**CLASSIFICATION STANDARDS:** Positions allocated to this classification are responsible to a designated supervisor and perform specific and assigned tasks under close supervision. This work is distinguished from higher level accounting-related classes by the specific and entry-level nature of the assignments and lack of responsibility for supervision or financial management or responsibility for an accounting-related program.

**ESSENTIAL DUTIES:** Balance, verify, audit, and reconcile various accounts; reconcile bank or user statements with system source documents; make and submit journal or general ledger entries; prepare data from various sources for computer entry; enter data; may balance cash drawers; verify cash and balances; count checks, cash, and balances; monitor petty cash funds; prepare deposit slips; make deposits.

Assist in the preparation of varied or special financial reports or estimates; coordinate assigned activities with other departments, divisions, and users; assist in monitoring computerized accounting programs; maintain files; assist other staff members as needed; perform other related duties as required.

**MINIMUM REQUIREMENTS:** High School Diploma or its equivalent and either one (1) year of experience in bookkeeping, accounting, or cashiering or two (2) years of post-secondary education which included office practices, bookkeeping or accounting. Some positions may require spreadsheet experience.

**License(s)/Certification(s):** A valid, lawful Driver’s License may be required.

**SELECTION FACTORS:** Knowledge of: administrative and clerical support functions including the operation of standard office machines and equipment; the operations performed and purposes served by the department or division; computerized accounting practices as required by the position; policies and procedures established for the work system; basic English composition, spelling, and grammar. Skill in: practicing trust-building behaviors. Ability to: use a computer; deal with the public in a pleasant, courteous, and calm manner in all circumstances; quickly and accurately perform work; communicate effectively both orally and in writing; develop and maintain effective working relationships with the public, coworkers, and superiors; handle routine mathematical calculations quickly and accurately.

**TOOLS AND EQUIPMENT USED:** Computers, copy machine, telephone, and other office equipment.

**PHYSICAL DEMANDS:** Requires sitting at a computer or desk for long time periods; may require standing at a counter for long time periods.
ENVIRONMENTAL FACTORS: Work is inside with little or no occupational hazards. Some positions may include exposure to high-stress situations or environments, including, contact with the public in confrontational or uncomfortable circumstances and other stressful conditions related to the workplace.

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.