

LANE COUNTY
A020B & A021B
Established 01-30-91
Reviewed 1999
Updated 10-4-2011
(Bilingual)

ACCOUNTING CLERK 1-Bilingual
ACCOUNTING CLERK 2- Bilingual

DEFINITION

To perform a variety of clerical accounting work in the preparation, checking and maintenance of financial records and reports; and to perform related duties as assigned.

CLASS CHARACTERISTICS

Accounting Clerk 1: This is the entry level class in the Accounting Clerk series. This class is distinguished from the Accounting Clerk 2 by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the 2 level. Since this class is typically used as a training class, employees may have only limited work experience. Employees work under immediate supervision while learning job tasks.

Accounting Clerk 2: This is the full journey level class within the Accounting Clerk series. This class is distinguished from the Accounting Clerk 1 by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and may be filled by advancement from the 1 level.

SUPERVISION RECEIVED AND EXERCISED

Accounting Clerk 1

Receives supervision from assigned management personnel, and may receive technical and functional supervision from a Senior Accounting Clerk.

Accounting Clerk 2

Receives general supervision from assigned management personnel, and may receive technical and functional supervision from a Senior Accounting Clerk.

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Accounting Clerk 1 and 2 (Continued)

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Maintains records of financial data; assembles complex financial data from identified sources and disseminates information in the form of reports, statements and summaries from data; checks data for accuracy; performs some analysis of data.

Provides (obtains) information to (from) County employees and the general public; prepares and processes documents and adjustments to appropriate accounts.

Audits claims and vouchers for accuracy, budget classification, discounts, legality, propriety and compliance with County procedures and contracts according to established guidelines.

Checks claims and vouchers for fraudulent or improper authorization and other discrepancies; resolves discrepancies.

Receives payments and issues receipts; prepares reconciliation of amount received by the unit to the amount transmitted to other departments or deposited to the bank.

Performs manual calculations; manipulates data in computer worksheets to aid in interpretation of data; creates computer worksheets of moderate complexity used to reconcile data.

Posts, adjusts, balances and reconciles accounts.

May assist in the orientation and training of new employees; may temporarily oversee operations of a small clerical unit in the absence of supervisor.

MINIMUM QUALIFICATIONS

Accounting Clerk 1

Knowledge of:

Modern office methods and procedures.

Basic methods and practices of financial record-keeping.

Operation of general office machines and computer equipment.

Ability to:

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Accounting Clerk 1 and 2 (Continued)

Perform a variety of financial or statistical record keeping work of moderate complexity involving the use of independent judgment, accuracy and speed.

Perform general clerical work and make arithmetical computations with speed and accuracy.

Maintain accurate financial and statistical records.

Type at a speed necessary for successful job performance.

Operate office equipment such as adding machines, calculators and computer terminals, and track/retrieve information from an on-line data bank.

Learn office policies, rules and practices; understand and carry out oral and written instructions; organize assigned work to meet deadlines.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Training:

Equivalent to the completion of the twelfth grade. Additional specialized training in bookkeeping or accounting or a related field is desirable.

Experience:

One year of financial or statistical record-keeping experience.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

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Accounting Clerk 1 and 2 (Continued)

Accounting Clerk 2

In addition to the qualifications for Accounting Clerk 1:

Knowledge of:

Methods, practices, procedures and terminology used in accounting and financial record-keeping work.

Filing and record-keeping principles.

Ability to:

Perform a variety of complex financial and statistical record keeping or accounting work involving the use of independent judgment, accuracy and speed.

Identify and reconcile errors.

Understand and carry out oral and written instructions and work under minimal supervision.

Assist in the preparation of reports.

Experience and Training:

Experience:

Two years of responsible financial or statistical record-keeping experience.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

BILINGUAL “B”

Bilingual designation is an adjunct classification.

Language - *Spanish*

DEFINITION:

To assist in providing bilingual communication with Limited English Proficient (LEP) persons. Individuals in these classifications do more than self-identify; they have successfully passed a test demonstrating proficiency in both English and the other language administered by the County. The need for the use of the second language in the performance of job duties in this classification has been identified.

EXAMPLES OF DUTIES:

In addition to the regular knowledge, skills, and abilities required of the employee’s main classification, the bilingual duties of this adjunct classification may include, but are not limited to the following:

- Interpreting between English speakers and LEP persons.
- Orally translating documents
- Providing oral assistance
- Providing written assistance, including some written document translation

MINIMUM QUALIFICATIONS:

Knowledge of:

Both languages, demonstrating the ability to convey information in both languages quickly and accurately.

Ability to:

- Communicate clearly and concisely.
- Maintain confidentiality of communications.

EXPERIENCE AND TRAINING:

An equivalent combination of experience and training or demonstrated abilities qualifying the

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employee or applicant to perform the duties described herein. These skills and abilities may be acquired in various ways; i.e., education and/or bilingual or bicultural experiences.