



LANE COUNTY
A020B
A021B
Established 01/30/91
Reviewed 1999
Updated 10/04/11

ACCOUNTING CLERK 1-Bilingual
ACCOUNTING CLERK 2- Bilingual

CLASS SUMMARY: 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:

Accounting Clerk

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.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

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| 1. | 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. |
| 2. | Provides (obtains) information to (from) County employees and the general public; prepares and processes documents and adjustments to appropriate accounts. |

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Accounting Clerk 1 and Accounting Clerk 2 - Bilingual (Continued)

3.	Audits claims and vouchers for accuracy, budget classification, discounts, legality, propriety and compliance with County procedures and contracts according to established guidelines.
4.	Checks claims and vouchers for fraudulent or improper authorization and other discrepancies; resolves discrepancies.
5.	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.
6.	Performs manual calculations; manipulates data in computer worksheets to aid in interpretation of data; creates computer worksheets of moderate complexity used to reconcile data.
7.	Posts, adjusts, balances and reconciles accounts.
8.	May assist in the orientation and training of new employees; may temporarily oversee operations of a small clerical unit in the absence of supervisor.

Knowledge of (position requirements at entry):

Accounting Clerk 1

- Modern office methods and procedures.
- Basic methods and practices of financial record-keeping.
- Operation of general office machines and computer equipment.

Accounting Clerk 2 - In addition to the qualifications for Accounting Clerk 1:

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

Skills in (position requirements at entry):

Accounting Clerk 1

- Performing a variety of financial or statistical record keeping work of moderate complexity involving the use of independent judgment, accuracy and speed.
- Performing general clerical work and make arithmetical computations with speed and accuracy.
- Maintaining accurate financial and statistical records.
- Typing at a speed necessary for successful job performance.
- Operating office equipment such as adding machines, calculators and computer terminals, and tracking/retrieving information from an on-line data bank.
- Learning office policies, rules and practices; understanding and carrying out oral and written instructions; organizing assigned work to meet deadlines.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

Accounting Clerk 2 – In addition to the qualifications for Accounting Clerk 1:

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

- Identifying and reconcile errors.
- Understanding and carrying out oral and written instructions and work under minimal supervision.
- Assisting in the preparation of reports.

Training and Experience (positions in this class typically require):

Accounting Clerk 1

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

Accounting Clerk 2 – In addition to the qualifications for Accounting Clerk 1:

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***

CLASS SUMMARY: 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.

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| 1. | Interpreting between English speakers and LEP persons. |
| 2. | Orally translating documents. |
| 3. | Providing oral assistance. |
| 4. | Providing written assistance, including some written document translation. |

Knowledge of (position requirements at entry):

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

Skills in (position requirements at entry):

- Communicating clearly and concisely.
- Maintaining confidentiality of communications.

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Accounting Clerk 1 and Accounting Clerk 2 - Bilingual (Continued)

Training and Experience (positions in this class typically require):

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

NOTE: These positions are represented by AFSCME Local 2831.

Classification History:

FLSA Status: Non-Exempt