



City of Casa Grande

Accounting Clerk

GENERAL PURPOSE: Under general supervision, performs a variety of clerical accounting functions; enters data, processes documents and transactions, and provides customer service.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Processes accounting and financial transactions for the City in compliance with all applicable City rules, regulations and ordinances.
- Reviews source documents for compliance to rules and regulations; determines proper handling of financial and technical transactions within designated limits.
- Checks documents for validity and accuracy of information; collects money; records, files and distributes related paperwork.
- Maintains daily activity log.
- Enters data into computer systems; processes transactions, compiles documentation, and generates reports.
- Maintains records and files associated with accounting systems and business transactions.
- Provides information and assistance to visitors and others having business with the City; assists customers with applications, government forms and other documents; answers phones; responds to requests for information within the span of authority.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: None.

JOB DESCRIPTION
AccountingClerk.doc

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent, and one (1) year of clerical and computer experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- Knowledge of the principles of record keeping and records management.

- Skill in data entry and mathematical calculations.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in effective oral and written communication.

Special Requirements: None.

Physical Demands / Work Environment: Standard office environment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.