

**OAKDALE IRRIGATION DISTRICT
JOB DESCRIPTION
ACCOUNT CLERK**

DEFINITION

Under supervision and direction of the Chief Financial Officer, the Account Clerk duties include preparing and processing the District's accounts payables, maintaining financial records, assigning invoices to proper account numbers, working with vendors to resolve issues, reconciling monthly statements and performing other clerical and counter duties as assigned.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

1. Provide customer service to the public in person and over the telephone which may include parcel billings and other matters of concern
2. Monitor all vendor payment agreements to find discounts
3. Track credits and ensure all credits are properly applied to vendor payments
4. Reconcile payable reports each month to confirm that all amounts paid were accurate
5. Gather, assemble, tabulate, check, verify, and file payable documents
6. Process payable documents
7. Create vendor payments
8. Match invoices with purchase orders, requisitions, and receiving documents to insure correct billing
9. Audit invoice for proper extensions
10. Allocate purchases to proper accounts
11. Prepare warrant registers
12. Maintain statistical and financial logs , as needed
13. Maintain subsidiary ledgers
14. Post billing statements and verify proper payments
15. Operate computerized fiscal recordkeeping and management information systems
16. Produce various computer reports upon request
17. Serve as back-up for the preparation and processing of payroll
18. Perform other duties, as assigned

PHYSICAL DEMAND AND WORKING ENVIRONMENT

Environment:

Work is performed primarily in a standard office setting.

Physical:

Operates various office machines in a sitting position. Use of calculators, typewriters, and computers require sitting for prolonged periods of approximately 5 to 7 hours or more per day.

Use hands and fingers to grip and grasp and to manipulate books, instruments and equipment used in the performance of duties. These functions are intermittently performed for brief to moderate periods ranging from 5 to 10 minutes or more for daily totals between 5 to 7 hours total.

Intermittently bends and carries for brief to moderate durations of 10 to 20 minutes or more.

Communicates orally with staff and customers in face-to-face and one-to-one settings. Uses a phone for communication with staff and District operations personnel on an as-needed basis. Requires continuous use of normal to corrected hearing and vision.

Intermittent twisting, reaching, and bending. Frequently perform these functions while carrying equipment and materials ranging from 5 to 15 pounds. Distances traveled range from 10 to 100 feet. These functions are frequently performed in conjunction with the other mentioned motor movements, including intermittent neck motion/flexion ranging up to 10 minutes or more at each occurrence for about 30 minutes to 1 hour or more per day.

Work involves frequent and prolonged periods of typing and/or writing. Twisting of the wrists and elbows may be performed in conjunction with reaching, bending, lifting, grasping, and gripping. All such tasks are or may be repetitive in nature for periods of 30 to 40 minutes or more for 5 to 7 hours total.

QUALIFICATIONS

Knowledge of:

1. Bookkeeping procedures and concepts
2. Basic arithmetic principles
3. District policies and procedures
4. Computer basics

5. Correct composition of correspondence
6. Grammar, punctuation and spelling

Ability to:

1. Maintain a variety of accurate financial records
2. Make arithmetic calculations rapidly and accurately
3. Work well with the public and employees
4. Work well under pressure
5. Establish and maintain cooperative relationships with those contacted in the course of work
6. Communicate effectively in writing and orally
7. Perform basic office skills including business machines, computer operation and calculator
8. Pass a position proficiency test

Education and Experience Guidelines

Any combination of experience, education and training that provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five (5) years of increasingly responsible accounting/bookkeeping experience. Accounts payable experience in a public agency preferred.

Education/Training

Equivalent to completion of the twelfth grade. An Associate Degree in accounting or related field is preferable

Necessary Special Requirements

Provide two acceptable forms of identification for proof of citizenship.

Possession of an appropriate California Driver's License, and a good motor vehicle driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile insurance rates.

Pass a physical and chemical examination upon the offer of employment but prior to the time of hire.

The essential duties and other contents of this job description, and the responsibilities, duties, and requirements for acceptable performance have been explained to me and I understand them. I further understand that it is impossible to identify all the duties and expectations for the position and realize that my daily assignments may vary according to District needs.

Employee Signature

Date

Supervisor Signature

Date