



# CITY OF OMAHA CLASS SPECIFICATION

**CLASSIFICATION TITLE: ACCOUNT CLERK**

**BARGAINING UNIT:** [CIV BARGAINING](#)

**CODE NUMBER:** 5190

**PAY RANGE CODE:** [00170](#)

**REVISION DATE:** 10/27/16

## **NATURE OF WORK:**

This is bookkeeping and clerical work of a complex nature. Work involves pre-auditing vouchers, posting expenditures, maintaining journal records, balancing purchase order and voucher payments, and preparing reports. Employees work with considerable independence; however, general supervision is received from an assigned supervisor.

**ESSENTIAL FUNCTIONS:** *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Pre-audits vouchers, checks for accompanying invoices, verifies coding information and amounts, records invoice numbers, and enters data into a computer.

Balances purchase orders and voucher payments daily.

Calculates and verifies utility service billings for all departments and prepares vouchers for payment.

Compiles and distributes financial transaction status reports to all departments.

Participates in the development of new or revised procedures to simplify the operation and improvement of financial services.

Prepares special annual reports as required by the Internal Revenue Service.

Balances monthly purchase order reports.

Types, copies, and submits vouchers for payment.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of bookkeeping principles, methods, and practices as applied to standard accounting transactions.

Knowledge of office methods and procedures and the use and care of standard office and bookkeeping equipment.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to maintain financial records and to prepare clerical and financial reports and statements.

Ability to read and post numerical data rapidly and accurately.

Ability to perform basic mathematical computations to include addition, subtraction, multiplication, and division.

Ability to understand oral or written instructions.

Ability to adhere to safety policies, guidelines, and procedures.

Ability to sit from 51 to 75% of the time; stand and walk 26 to 50% of the time; and to reach, bend, stoop, squat, kneel, crouch, push, and pull 0 to 25% of the time.

Ability to move objects weighing up to ten (10) pounds 0 to 33% of the time.

**EDUCATION AND EXPERIENCE:** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school graduation or its equivalent

AND

Four (4) years of experience in bookkeeping and related clerical work.

**WORKING CONDITIONS:** *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noises.

**EQUIPMENT OPERATION:** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer  
Telephone  
Printer

Calculator  
Typewriter

Copier  
Facsimile Machine

Previous Revision Date(s): 3/25/93