

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

ACCOUNTING CLERK 1

DEFINITION

Performs elementary nonprofessional accounting tasks and related work of a clerical nature in a fiscal section of a state agency or institution; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Checks documents such as payrolls, purchase orders, travel expense vouchers, etc., for errors in accounting classifications, mathematics unit prices, totals, etc., and the completeness or presence of supporting documents.

Classifies or codes transactions according to a chart of accounts.

Checks accounts for accuracy of entries, postings, totals, and balances.

Prepares routine simple statements, schedules, and statistical data from a limited number of accounts which are closely related.

Performs elementary reconciliation operations involving closely related documents, records and accounts.

Performs routine posting in conjunction with other operations.

Performs incidental typing duties as required.

COMPETENCIES REQUIRED

Knowledge of clerical accounting methods, forms and techniques as learned on the job.

Knowledge of departmental practices and procedures relating to the processing and recording of transactions and accounting information.

Knowledge of accounting codes, classifications and terminology pertinent to clerical accounting operations.

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

Ability to read and post numerical data rapidly and accurately.

Ability to operate, adding and calculating machines.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from high school or G.E.D. equivalency and one year of clerical experience which involved the compilation, tabulation, verification, recording or examination of financial, statistical or related numerical information;

OR

the successful completion of a post-high school vocational/technical, business college, or area community college curriculum in accounting which included concentrated course work equivalent to twenty semester hours (or more) in accounting for the required education;

OR

an equivalent combination of education and experience, substituting one year of employment in clerical office work for each year of the required education;

OR

substituting the successful completion of thirty semester hours or the academic equivalent in a post high school Business, Accounting or closely related curriculum for each year of the required experience;

OR

any equivalent combination of qualifying education and/or experience.

Effective Date: 1/20/84 BW