

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
**ACCOUNTING CLERK 2**

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**DEFINITION**

Performs moderately complex non-professional 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**

Performs clerical accounting or recordkeeping tasks; collects and records, encumbers and disburses, and audit/verifies monies or accounts; maintains cash sheets and debit/credit ledgers on a variety of accounts; prepares trial balances and reconciles with the Department of Revenue.

Classifies and assigns codes; verifies and processes claims for payment; checks vouchers, prices and extensions and codes with claims invoices, vendors, catalogs, price lists, product specifications and code manuals; may issue checks and vouchers for payment of claims.

Verifies statistical or other file information; compares codes, totals, or other information in one set of files or data with the codes, totals, or other information in a corresponding set of files or data and requests verification from originating sources.

Corrects statistical/accounting information files (computer or manual) and identifies incorrect data; enters correct data into the files through remote data processing terminals, keypunch cards, or manual notations.

Files reports, forms, and related materials in proper alphabetical, numerical, or subject order.

Performs routine reconciliation operations involving a variety of documents and accounts which require cross referencing between accounts; identifies causes of disagreement and checks for the accuracy of entries, and the presence of source documents.

**COMPETENCIES REQUIRED**

Knowledge of clerical accounting methods, forms and techniques.

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 make arithmetical computations with speed and accuracy.

Ability to operate, adding and calculating machines in designated positions.

Ability to apply personal work attitudes such as honesty, responsibility and trustworthiness required to be a productive employee.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, effort and attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from high school or G.E.D. equivalency and two years of clerical accounting experience which involved the compilation, tabulation, examination, verification or recording of financial, statistical or related fiscal data using elementary bookkeeping principles and practices;

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;

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 or experience;

OR

employees with current continuous experience in the state executive branch that includes the equivalent of twelve months of full-time work as an Accounting Clerk 1 shall be considered as qualifying.

Effective Date: 2/12 BR