



Classification: Account Clerk I (Troop)

Title Code: V00811

Pay Range: 08

POSITION SUMMARY: This is an entry level position where the employee performs routine bookkeeping and related clerical work in the maintenance and review of financial records. Work includes the posting of routine entries in ledgers, examining and coding financial documents, and simple balancing operations and arithmetic computations of financial data in accordance with existing procedures. Duties may also include receiving funds and verifying amounts. The employee in this position is closely supervised.

DESCRIPTION OF DUTIES PERFORMED: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Processes payments related to purchase transactions in accordance with standardized procedures; maintains and updates purchase order files, transaction records and other related files, records and documents.

Types various reports, forms, and correspondence; compiles statistical information as required.

Verifies and enters financial transactions into the computer via the video terminal; verifies computer documentation of payments for accuracy.

Examines, processes, and/or audits various invoices, reports and documents for mathematical accuracy, completeness, and procedural correctness.

Prepares purchase orders; receives and registers checks; classifies invoices, posts data in ledgers.

Distributes vendor checks, civilian uniform employee expense checks to proper sources.

Maintains and assigns state and patrol vendor numbers; verifies, types, and distributes local and routine purchase orders.

Prepares patrol car assignments; approves and initiates the payment of automobile-related expense bills from each troop headquarters and general headquarters.

Enters necessary information from procurement documents and payments into the computer via the video terminal.

Maintains training certification records; issues invoices and receives payments for services rendered; conducts telephone bid process for purchasing.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Some knowledge of bookkeeping principles and practices.

Some knowledge of office methods and procedures.

Ability to learn assigned clerical tasks within a reasonable time, to adhere to prescribed routines, and to develop some skill in the operation of office appliances.

Ability to maintain various records and files.

Knowledge of business English, spelling, and arithmetic.

Knowledge of modern office practices, procedures, and equipment.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to establish and maintain harmonious working relations with others.

Ability to alphabetize, transport, file, and purge records/documents.

Ability to operate a personal computer and be proficient in word processing and spreadsheet software supported by the Patrol.

Ability to type and operate a standard computer keyboard.

Ability to proofread and edit correspondence, documents, reports, and computer entries.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to work with material that may be of a sensitive nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED: (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possession of a high school diploma or equivalent.

Possess the skill to type at a rate of 40 words per minute with ten (10) errors or less.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.