



**Classification:** Account Clerk II - CJIS

**Title Code:** V00812

**Pay Range:** 08

**POSITION SUMMARY:**

An employee in this class performs a variety of moderately complex bookkeeping tasks and related clerical work in the maintenance and review of the Criminal Justice Information Services Division financial records. Work includes the posting of routine entries in ledgers, examining and coding financial documents, receiving funds and verifying amounts. Work is performed according to specific instructions transmitted orally or in written form by a superior who checks work upon completion to ensure conformance with established rules, policies, and procedures.

**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.)

Prepares and enters financial transactions, procurement documents and payments into the computer via the personal computer after verification of accuracy; maintains files and a ledger on financial transactions.

Prepares statistical, progress, and informational reports relating to the Criminal Records System Fund; prepares, enters, and maintains CJIS' revolving fund information in SAM II via spreadsheet.

Projects expenditures; tracks and submits invoices for payment.

Reviews monthly financial report validating CJIS' expenditures; tracks and monitors the revenue and expenditures of CJIS' funds.

Creates, revises, and updates reports/spreadsheets; maintains, verifies, and updates records; sorts and transports files; purges records and documents; adheres to CJIS' retention schedule.

Processes some accounts receivable and accounts payable; serves as liaison with vendors on billing issues and with customers on accounts receivable issues.

Maintains financial records, files, and ledgers or expenditures including purchase orders and contractual agreements.

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

Serves as the purchasing agent for CJIS (purchase orders, purchase items, bids, etc.).

Prepares and processes state expense reports for payment.

Scans, imports, transfers and indexes financial documents to an electronic document imaging system.

Answers telephone; sorts and delivers mail.

Performs other related duties as assigned.

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

Working knowledge of bookkeeping principles and practices.

Working knowledge of office methods and procedures.

Knowledge of and ability to use Excel and Microsoft Word.

Ability to read English effectively.

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

Ability to maintain various records and files.

Ability to establish and maintain harmonious working relations with others.

Ability to make arithmetic calculations with speed and accuracy.

Ability to understand and follow oral and written directions.

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

Ability to operate basic office machines.

Ability to exercise judgment and discretion.

Possess the skill to operate a calculator with a high degree of accuracy.

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

Ability to work with material that may be of a sexual 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.)

Graduation from standard high school or possess a GED and at least one year experience as an Account Clerk I or comparable experience.

**FLSA STATUS:** Non-Exempt

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