ACCOUNTING CLERK (1223)

TASK LIST

1. Calculates and records accounting data, such as expenses and salary information by gathering data from various sources, including InfoAdvantage and Financial Management System (FMS), communicating with different departments and/or sections for employee information, verifying that the record adheres to City policies, procedures, and practices, such as those found in the Controller Manual, Memorandums of Understanding (MOUs), Policies of the Personnel Department, and City Administrative Code, and entering information into accounting documents and report templates in order to conduct checks and balances across different accounts, process payments, and pay invoices, salaries, and reimbursements.

2. Reviews and reconciles account balances by visually inspecting accounting documents to ensure required information is included such as signatures, identification numbers and vendor information, comparing physical invoices, checks, work orders, payroll forms, salary forms, or monthly statements to information found in accounting system applications such as PaySR, D-Time, and Financial Management System (FMS), and contacting appropriate personnel to correct for the missing or incomplete information in order to monitor and verify accurate accounting records, identify and/or correct errors, omissions, and discrepancies, and ensure reliable and accurate payment processing for City employees and outside vendors.

3. Responds to telephone, email, and in-person inquiries from City employees working in various departments and outside vendors providing services to the City regarding accounting-related issues, such as unprocessed invoices and/or accounting errors in order provide quality customer service.

4. Organizes and maintains accounting files such as timesheets and overtime sheets by categorizing them by fiscal year, pay period, and/or alphabetically and filing the documents in designated filing cabinets and/or sending them to a records retention unit or the Controller's office in order to easily access files when needed, such as when an audit is conducted.

5. Generates reports related to payroll, expenditures, and/or purchasing orders using software such as Microsoft Word, Microsoft Excel, Microsoft Access, PaySR, and Financial Management System (FMS) in order to check the status of account budgets, accurately process invoices and salary information, and serve as reference and evidence of work performed.