



**SENIOR ACCOUNT CLERK**  
**Accounting Department**

**Range: 40**  
**Salary:**

**JOB DEFINITION:** Under administrative direction to perform the more complex and specialized clerical accounting function of payroll or purchasing in the accounting and financial record keeping activities of the Agency; and to do related work as assigned by the Accounting Supervisor or Controller.

**SUPERVISOR:** Accounting Supervisor or Controller

**DISTINGUISHED FROM LOWER RANGE POSITION(S):**

This is the top of the four upwardly mobile Account Clerk positions. The Senior Account Clerk must be able to perform the duties as outlined in the job descriptions for the Account Clerk I, II and III positions, and requires in-depth experience and extended knowledge with regard to the agency's accounting systems. The incumbent in this position must have the ability to analyze, research and organize financial data and records.

**EXAMPLE OF DUTIES:**

Duties assigned to this position include, but are not limited to: assisting with the planning and organizing of the accounting activity of the Agency, including the preparation of entries to the financial records; analyzes records and reports for completeness and accuracy; participates in the maintenance of ledgers, subsidiary ledgers, and journals; monitors transactions to the financial records resulting from payroll or purchasing; implements and monitors internal control procedures in relation to accounting functions; assists independent auditors in the annual audit; confers with department heads to coordinate accounting system procedures; aids in training of staff in various accounting techniques and procedures, and serves as backup at all levels within the Accounting Department as needed; performs other work as assigned.

**Payroll functions:** enter data and maintain all timesheet, payroll records and employee personnel records related to pay; calculate and submit payroll taxes electronically; verify reports for accuracy; make updates and changes to employee master records; preparation of payroll checks for disbursement; prepare, process, and monitor employee and retiree benefit coverage's; prepare quarterly and annual income tax reports; perform automated payroll deposit functions; analyzes general ledger account sub-ledgers; assist in preparation of the monthly cash statement; maintain Agency office furniture and equipment inventory records; prepare journals for retirement of capital assets; prepare payroll spreadsheets for budgeting purposes; assist with preparation of annual independent audit; process and maintain records for director fees; monitor/maintain CVWD State Water project cost sharing agreement and related spreadsheets; verify and prepare benefit invoices for payment; enter data and maintain all employee health and retirement enrollment records related to benefits; implementation of Cobra requirements, notifications to employees and processing; maintain employee pension records, process pension reports and payments; processing of California New Employee Report; answer the phone; and assist with other functions of the accounting department as assigned.

**Purchasing functions:** Obtain prices and place orders with the lowest bidder for materials, tools and equipment required in the installation, maintenance and repair of the Agency's domestic, reclaimed and sewer systems, hydroelectric plants and related facilities; meet with and interview vendors to learn sources of supply for materials commonly used in Agency operations; issue purchase orders, assign account and work order numbers to invoices and statements for payment; maintain related material records for processing of monthly accounts payable and work order closing; verify and input inventory records; maintain records related to damages, backflow

replacements, unauthorized connections; maintain equipment and vehicle records and prepare quarterly diesel fuel State tax returns; prepare and maintain records for annual 1099 reporting; maintain records for groundwater replenishments and assessments and Whitewater Hydro; responsible for keeping supplies in vault stocked and organized; answer the phone; and assists with other functions of the accounting department as assigned.

#### QUALIFICATIONS:

**Schooling:** Any combination of training, experience or education which would likely provide the required knowledge and abilities equivalent to graduation from college with a major in accounting or business administration; or, three years of progressively responsible accounting experience.

**Certification(s):** None required

**Experience:** See Schooling

**License(s):** Possession of a valid driver's license issued by the California Department of Motor Vehicles for use in conjunction with the possible operation of Agency vehicles, with an acceptable driving record.

**Knowledge:** Budgeting, accounting, and fiscal procedures, methods, terminology; principals of training and supervision, financial analysis and research procedures; modern data processing equipment, methods and their application; Agency financial policies and procedures.

**Ability:** Instruct and train personnel in financial record keeping functions; understand and interpret a variety of accounting and financial problems; direct the collection and analysis of a variety of financial information; prepare clear, concise and grammatically correct reports including fiscal recommendations; deal tactfully, courteously and effectively with all members of Agency staff, consultants and the general public.

#### PHYSICAL REQUIREMENTS:

**Climbing:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Going up and down ladders, stepping stools

**Bending:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Filing, picking up boxes, normal office range of motion

**Lifting:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Picking up boxes, picking up paper reams

**Sedentary/sitting:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Sitting at desk, driving or riding in vehicles

**Standing:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Standing on carpeted areas and on cement when in the Agency's vault area

**Repetitive motion:**  yes  no **Frequency:** Continual  Often  Infrequently  Never

Examples: Operation of equipment such as computer keyboard, telephone, typewriter, etc.

#### WORK ENVIRONMENT:

Generally, work is within the Agency Operations Center in an environment where the temperature is controlled. The majority of the Accounting Department members work within an open space or in the confines of a cubicle. The Accounting Department is located off the Agency's lobby area, and the front counter at which customers and visitors are greeted is enclosed with bullet-deflecting acrylic sheeting. Lighting is overhead, and there is a music/paging system which is on and operating throughout the work day. There are a number of pieces of office equipment which operate within the confines of the Accounting area, including, but not limited to: telephones, main switchboard, computers, computer printers, calculators.

I have reviewed this Job Description with my Supervisor and received a copy.

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Employee Signature

Date

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Supervisor Signature

Date

***The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.***