



**St. Bernard Parish, Louisiana
Classification Specificaton**

ACCOUNTING CLERK I

Kind of Work:

Sub-professional accounting/specialized clerical work involving routine accounting functions; and related work as required.

Distinguishing Features or Characteristics of Work:

This work involves the performance of specialized and technical accounting work that is typically routine in nature, although independent judgment may be necessary. Work includes basic duties inherent in all segments of the finance department (e.g. coding various transactions and posting them to journals, locating and correcting posting error, etc.)

Examples of Work:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.)

- Perform routine posting from the various journals used to account in general and/or subsidiary ledgers
- Scanning and filing various documents related to payments, timesheets, purchase orders and requisitions, bank statements, deposits, etc.
- Operates office equipment in the performance of assigned duties
- Confers with the general public, vendors, and employees to obtain routine information and answer routine questions in addition to collecting utility payments
- Audits consumer billing history in order to issue door hangers and effectively communicates with coworkers to disconnect services for all non-pay issues
- Collects, stamps, and distributes mail within the department

Necessary Knowledge's, Skills, and Abilities (At time of appointment)

Good knowledge of modern office practices, procedures, and machines. Proficiency with Microsoft Excel is required. Some knowledge of the principles and practices of

accounting. Good judgment in making decisions in accordance with laws, ordinances, regulations, and departmental policies and procedures. Ability to sit and stand for extended periods of time. Ability to communicate well orally and in writing. Ability to effectively carry out complex and oral and written instructions. Ability to handwrite for extended periods of time. Skill in establishing and maintaining satisfactory working relationships with the public and other employees. Ability to meet and deal with citizens, employees and vendors, some of whom may be hostile, in a tactful and effective manner.

Desirable Preparation For Work:

Any combination of experience and training, which would indicate possession of the knowledge's, skills, and abilities, listed. An example of an acceptable combination is: Graduation from high school supplemented by some college-level courses in office administration. Considerable clerical experience in accounting or business, including at least one year of experience requiring extensive public contact.

St. Bernard Parish is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Parish will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Consideration for employment is made without regards to Race, Color, Religion, Sex, National Origin, Age, or Disability.