

## **FINANCIAL CLERK - 0083**

### **DEFINITION OF WORK**

Under immediate supervision, performs responsible clerical and technical work involving the preparation and maintenance of fiscal or related records.

### **EXAMPLES OF WORK**

Processes payroll/personnel/purchasing transactions; enters and processes routine financial information on visual terminal systems; sets up, maintains and invoices accounts; maintains financial and/or technical records; bills other departments or public for division services; distributes costs of labor and/or materials to proper accounts or projects; reconciles accounting transactions and financial statements; processes routine journal entries and transfers following established procedures; audits water bills/parking ticket collections to ensure agreement with Financial System reports; audits financial documents for proper revenue and/or expenditure codes; answers inquiries or complaints from the general public; prepares reports of deposit and reconciles with bank statements.

### **EMPLOYMENT STANDARDS**

Any combination of education and experience equivalent to a high school diploma supplemented by courses in general accounting and experience in office clerical work. CRT and data entry skills are necessary.