

# **ACCOUNT CLERK I**

## **Hourly/Temporary**

**\$34.41-\$41.82 per hour depending on qualifications**  
**Approx. 40 hours per week**  
**Finance Department**

To apply for this position, candidates must complete and submit a City of Daly City Hourly (Yellow) Application to the Daly City Human Resources Department. 360 - 90th St., Daly City, CA 94015. (650) 991-8028. This hourly position is not in Civil Service and does not receive benefits.

Applications will be accepted for this position until filled. To apply online, visit [www.calopps.org](http://www.calopps.org)

### **DEFINITION**

Account Clerk I: Under supervision, perform clerical work of difficulty in connection with preparing, maintaining or checking financial or statistical records; receive and receipt money; operate office accounting machines; do related work as required.

### **EXAMPLES OF DUTIES**

#### **Cashier**

The Cashier receives and receipts cash payments and maintains daily files of validated documents; balances transaction and prepares cash reports daily; does responsible clerical accounting work in maintaining financial records, recording and checking financial transactions, and preparing financial or statistical statements or reports; batch balances cash from various City entities; organizes money and sets up daily starting cash drawer; computer posts utility transactions as required; maintains the Petty Cash Fund; answers customer inquiries on account status using computer equipment; issues various parking permits and maintains related files; store, issues, and controls vehicle ignition keys for City pool cars, and records and reports mileage/usage; types routine documents; and assists with various Utility Billing Division activities as required.

#### **Utility Billing Division**

Either manually or through the use of computers, as appropriate, does responsible clerical accounting work in the maintenance of financial records, recording and checking financial transactions, and preparing financial or statistical statements or reports; interacts with residents through phone, email, and in person; receives and receipts money; prepares records to open, change, maintain or close utility accounts; performs routine arithmetical computations; opening, sorting, and processing mail; operates adding machines; does routine typing of documents and precise computer data entry of financial data.

### **MINIMUM QUALIFICATIONS**

**Knowledge of:** Account Clerk I level: Methods, principles, and terminology used in financial clerical work; and modern office practices.

**Ability to:** Perform clerical work of average difficulty; prepare basic financial reports, maintain journals, ledgers and complex files; operate adding and calculating machines; perform arithmetic computations rapidly and accurately; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

**Experience:** Account Clerk I: One year of clerical experience involving financial record keeping and general office work; six (6) months of experience using computer spreadsheets is desirable.

**Education:** Account Clerk I: Graduation from high school or equivalent.