



Account Clerk II #00010

City of Virginia Beach – Job Description

Date of Last Revision: 12-01-2015

FLSA Status: Non-Exempt

Pay Plan: General

Grade: 14

City of Virginia Beach Organizational Mission & Values

The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Perform responsible clerical duties involving financial recordkeeping.

Representative Work Functions and Responsibilities

Review bills for payment by checking extensions, cash discounts, totals, and fund codes to ensure correct requests for payment; review income taxes and researches tax codes to determine proper classification of accounts or correct tax rates; and review and process requisitions, purchase orders, invoices, and inter-departmental transfers to ensure proper budget balances.

Responsible for meeting all departmental payroll deadlines and ensuring members are paid correctly.

Prepare invoices for services provided by outside agencies to ensure continuance of service.

Generate and analyze financial and statistical reports, files, and records to ensure accurate tracking of information.

Provide information to other City departments and the general public to ensure that matters pertaining to accounting records are properly relayed.

May be responsible for processing documents or keying personnel, time and leave actions into the City's enterprise financial and human resources automated software application, assisting with the requisition process associated with advertising a vacant position, and departmental duties associated with new hire processing.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Performance Standards

Thoroughly review paperwork to ensure proper payments; ensure proper budgetary input by accurately processing invoices, requisitions, and inter-departmental transfers; ensure invoices for services provided are prepared in a timely manner; accurately maintain required financial and statistical documents; thoroughly review personnel transaction entries for accuracy in some positions; courteously and

accurately convey information to City departments and the general public.

Minimum Qualifications

High school or GED plus two (2) years' experience in fields providing the required knowledge, skills and abilities, such as clerical accounting or bookkeeping; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Preferred Qualifications

Varies with position assigned.

Special Requirements

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

May require a passing score of 30 words per minute on a typing test.

Knowledge-Skills-Abilities Required to Perform Satisfactorily

A. Knowledge

1. Knowledge of bookkeeping methods and software used in maintaining financial records and accounts.
2. Knowledge of business mathematics, correct grammar and punctuation, and accounting terminology.
3. Knowledge of the City's enterprise financial and human resources automated software application may be required for some positions.
4. Knowledge of the City's internal control policies and procedures pertaining to financial document processing may be required for some positions.
5. Knowledge of the City's policies, procedures, and administrative directives as they pertain to processing personnel or financial transactions may be required for some positions.
6. Knowledge of general office terminology and procedures.

B. Skills

1. Skill in operating standard office machinery and city standard software applications.
2. Skill in performing mathematical computations with speed and accuracy.

C. Abilities

1. Ability to perform mathematical calculations.
2. Ability to generate financial and statistical reports.
3. Ability to maintain extensive records and files.
4. Ability to effectively communicate with other city employees, customers, and the general public both orally and in writing.
5. Ability to establish and maintain effective working relationships with merchants, the public, supervisor, and co-workers.
6. Ability to comprehend and follow oral and written instructions.
7. Ability to maintain an appropriate work pace, focus on routine tasks without distraction, and complete assigned tasks within expected time frame.
8. Ability to remember procedures or steps and recall them to carry out routine tasks.
9. Ability to adjust routine procedures to accommodate challenges.
10. Ability to perform standard office activities such as filing, operating office equipment, and distributing and sorting mail.
11. Ability to operate a computer and use city standard software applications.
12. Ability to perform data entry or maintain handwritten records for extended periods throughout the workday may be required for some positions
13. Ability to perform tasks requiring incumbent to sit or stand for extended periods throughout

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

the day.

14. Ability to adjust to typical work stressors. (deadlines, disagreeable contacts, etc.)
15. Ability to type at a rate of 30 words per minute may be required by some departments.

Working Conditions

The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

Physical Requirements: *Physical refers to the requirement for physical exertion and coordination of limb and body movement.*

Requires generally sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis and routine keyboard operations.

Some positions in Communications and Information Technology require lifting up to 25 lbs.; frequent standing, walking, sitting; occasional bending, stooping, kneeling/squatting; and constant keyboard use.

Mental Requirements: *Mental refers to the degree that the job involves cognitive activities, and use of mental processes.*

Perform specialized clerical and technical work which requires a solid understanding of a variety of operating policies and procedures, some of which are complex, and their application to problems not previously encountered; requires continuous, close attention for accurate results and frequent exposure to unusual pressure, for example: back-to-back phone calls in a high-volume call center, where applicable.

Environmental Conditions: *Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.*

This job involves a risk of limited to no exposure to any environmental hazards.

For some positions in Public Utilities, environmental hazards are limited mostly to routine face-to-face contact with the public, which may from time to time be confrontational, due to the nature of the business (water service disconnection, etc.).

Sensory Requirements: *Sensory refers to hearing, sight, touch, taste, and smell required by the job.*

The job requires normal visual acuity, and field of vision, hearing and speaking.

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