



## **Account Clerk Supervisor #01080**

City of Virginia Beach – Job Description

Date of Last Revision: 03-01-2016

**FLSA Status:** Non-Exempt

**Pay Plan:** General

**Grade:** 19

### **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 complex clerical and responsible technical work supervising the processing, maintenance, and control of clerical accounting records and documents.

### **Representative Work Functions and Responsibilities**

Supervise and participate in the preparation, maintenance, and processing of departmental payroll, leave, and complex financial and statistical documents to provide comprehensive and accurate tracking of divisional, departmental, or city records; and may process documents and key and review personnel, time, and leave actions into the City's enterprise financial and human resources automated software application.

Coordinate the classification of financial transactions to conform to accepted accounting procedures.

Furnish information to other city departments and the public on a variety of matters relating to clerical accounting records.

Supervise a staff of subordinate account clerks to ensure the most efficient use of time and staff support.

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**

Maintain an accurate tracking of applicable statistical information; accurately apply the accounting/bookkeeping rules and procedures employed in maintaining, reviewing, controlling, classifying, and posting entries to complex financial records and documents; assure that bimonthly payroll is submitted accurately and on time and that leave records are accurate; effectively communicate with subordinate employees, supervisory staff, city departments, and the general public regarding financial transactions and accounting and statistical records.

### **Minimum Qualifications**

Requires high school or GED plus five (5) years' experience in fields utilizing the knowledge, skills, and abilities listed above in a field such as clerical accounting; or any equivalent combination of experience

and training which provides the required knowledge, skills and abilities.

**Preferred Qualifications**

May vary according to 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.

**Knowledge-Skills-Abilities Required to Perform Satisfactorily**

A. Knowledge

1. Knowledge of the basic accounting/bookkeeping principles and procedures employed in preparing, maintaining, and processing of complex financial accounts, records, and documents.
2. Knowledge of business mathematics and office terminology.
3. Knowledge of microcomputer and city standard software applications.
4. Knowledge of the City's enterprise financial and human resources automated software application 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.

B. Skills

1. Skill in analyzing payroll and financial transactions and documents to ensure that they are properly processed.
2. Skill in applying bookkeeping/accounting and payroll procedures.
3. Skill in operating a calculator or microcomputer and city standard software applications.

C. Abilities

1. Ability to comprehend and follow oral and written instructions with minimal guidance from others.
2. Ability to communicate effectively orally and in writing.
3. Ability to operate a calculator and microcomputer with speed and accuracy and use city standard software applications.
4. Ability to prepare complex reports.
5. Ability to supervise and plan the work of others.
6. Ability to work efficiently and plan own work assignments and schedule to meet long-term goals and objectives.
7. Ability to research financial documents and effectively communicate findings.
8. Ability to perform data entry or maintain handwritten records.
9. Ability to perform tasks requiring incumbent to sit or stand for extended periods throughout the workday.
10. Ability to establish and maintain effective working relationships with merchants, the public, supervisors, subordinates, and co-workers.
11. Ability to remember procedures or steps and recall them to carry out routine tasks.
12. Ability to maintain flexibility and incorporate changes in policies and procedures into routine job tasks.
13. Ability to focus on routine tasks without distraction and complete tasks within expected time frame without compromising accuracy.
14. Ability to maintain composure in stressful situations and react appropriately to handle issues as they arise.

**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

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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.

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.*

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

Some positions require lifting up to 25 lbs., frequent standing/walking, and occasional bending, stooping, kneeling/squatting.

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

Performs technical and administrative work requiring the application of principles and practices of a wide range of administrative, technical, or supervisory methods and an extensive understanding of operating policies and procedures to solve complex administrative or technical problems.

**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.

**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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