



Title: Senior Clerk

FLSA Status: NON-EXEMPT

BRIEF DESCRIPTION:

The purpose of this position is to perform the tasks, duties and responsibilities of any clerical and technician position in the Finance Department as assigned. This is accomplished by providing support specifically to the accounting and payroll technicians, accounts payable, fare pre-payment, revenue, treasury and miscellaneous clerical accounting functions. The varied nature of the responsibilities requires working knowledge of all positions supported and the ability to execute tasks consistent with each position. Other duties may include maintaining petty cash drawer, filing and maintaining various accounting and financial records/documents, sorting and distributing mail, maintaining petty cash drawer, assisting and directing incoming calls and visitors and other clerical duties as assigned.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	M	Performs a variety of clerical accounting duties in the Finance Department within the bargaining unit classifications including but not limited to performing general technical and clerical accounting duties, posting various transactions into computerized system, processing media orders, coding timekeeping documents and posting Operator work hours and absences, processing invoices and resolving vendor discrepancies, performing vault inventory, preparing currency and coins for deposit, performing route duties to empty and restock fare vending machines, processing, depositing and reporting transit revenues and creating various reports related to each position.	70%
2	M	Provides general clerical and administrative support to the department by filing and maintaining various accounting and financial records/documents; creates various reports, completes forms, enters and tracks miscellaneous information in computerized systems	30%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	High School Diploma or GED equivalent.
Experience	Minimum of two (2) years of general accounting experience in the areas of accounts payable, accounts receivable, and/or payroll processing.
Supervision	Position has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work requires regular interaction involving exchange and receipt of information.
Freedom to Act	After receiving general instructions, the employee normally performs the duty assignments as to methods, procedures, and desired end results. There is some opportunity for discretion while making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills	Basic - Work requires the use of standard technical skills appropriate to the work environment of the organization.
Budget Responsibility	Position has no fiscal responsibility.
Reading	Intermediate – Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to the college level. However, it may be obtained from experience and self-study.
Math	Intermediate – Ability to deal with a system of real numbers and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to the college level. However, it may be obtained from experience and self-study.
Writing	Intermediate – Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to the college level. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Possession of a valid California Class C Driver’s License and good driving record is required. Typing certificate verifying minimum speed of 45 net words per minute.



KNOWLEDGE
<ul style="list-style-type: none"> • General accounting principles, standards, practices, techniques and methods • Mathematical concepts necessary to make calculations related to accounting transactions • Principles and methods of cash handling • Record keeping and filing methods and systems • Practical application of computers and peripheral equipment • English grammar, punctuation, spelling, and usage • Standard office machine usage • General methods of tactful public communication and customer service practices

SKILLS
<ul style="list-style-type: none"> • Intermediate word processing, spreadsheet, database and e-mail software • Specialized software related to functional area

ABILITIES
<ul style="list-style-type: none"> • Learn, understand and apply District and departmental operating policies, procedures, systems, and methods • Interpret and apply applicable accounting/audit laws • Analyze and interpret fiscal records and documents. • Learn HRIS processes related to position • Understand and follow verbal and written instructions • Organize information clearly and precisely • Handle all internal/external contacts with courtesy, diplomacy, and tact. • Establish and maintain effective working relationships with employees and external contacts • Effectively deal with difficult people and situations • Prioritize and deal with conflicting workload requirements • Communicate clearly and concisely in English both orally and in writing • Apply customer service skills, representing the District in a positive way while working with the public • Reconcile account information and post transactions accurately • Maintain records and prepare financial and accounting reports related to position • Compose written reports/correspondence independently • Accurately proofread details, noting and detecting errors • Accurately type 45 net words per minute



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Observing work site; Observing work duties; Communicating with co-workers
Sitting	F	Desk work; Meetings; Driving
Walking	O	To other departments/offices; Around work site
Lifting	O	Supplies; Equipment; Files
Carrying	O	Supplies; Equipment; Files
Pushing/Pulling	R	File drawers; Equipment
Reaching	R	For supplies; For files
Handling	F	Paperwork; Monies
Fine Dexterity	F	Computer keyboard; Telephone keypad; Calculator
Kneeling	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Crawling	N	
Bending	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Twisting	R	From computer to telephone; Getting inside vehicle
Climbing	R	Stairs; Step stools
Balancing	R	On steps stools
Vision	F	Reading; Computer screen; Driving
Hearing	R	Communicating via telephone/radio, to co-workers/public
Talking	R	Communicating via telephone/radio, to co-workers/public
Foot Controls	O	Driving
Other (specified, if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, copier, vehicle, printer, scanner, stuffing machine, Cummins coin and currency machines, 10-key , PC, software related to duties



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (specified, if applicable)	

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	S
Physical Hazards	N

PROTECTIVE EQUIPMENT REQUIRED: Gloves

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (specified, if applicable)	N

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	X
Shop		Other	
Recreation/Neighborhood Center			

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.