

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Account Clerk 2		<b>Class Code:</b> 003JA2
	<b>FLSA Status:</b> Non-Exempt	<b>Salary Schedule:</b> Comot 2	<b>Effective Date:</b> 6-27-14
	<b>Summary</b> Incumbent is responsible for a variety of important and complex clerical functions and responsibility for large sums of money and other valuables.		

**Duties:**

- Maintains official agency financial records and is responsible for certifying their accuracy;
- Exercises limited purchasing and inventory control;
- Assists in preparation and control of agency budget;
- Receives, deposits, distributes and accounts for monies, securities or other valuables;
- Authorizes payment of vouchers or prepares voucher for director's signature;
- Writes checks, transmits payments, audits transactions, posts and processes encumbrances and expenditures and performs transactions utilizing the correct department forms and records as needed;
- Checks requisitions for quality, quantity and price per Quantity Purchase Award contract;
- Figures monthly profit-loss statement or makes other computations and calculations on agency records;
- Prepares monthly, quarterly and yearly financial reports;
- Negotiates settlement of accounts;
- Operates all types of office equipment and orders equipment and repairs;
- Lets and re-lets leases and arranges auctions, sales and receipt of bids;
- Performs related duties as required.

**Job Requirements:**

- Working knowledge of bookkeeping, auditing, contracts and contracting procedures;
- Working knowledge of department functions and office procedures;
- Ability to effectively communicate, both orally and in writing;
- Ability to learn the operation of all kinds of office equipment;
- Ability for solving different problems, some of which may not have been previously encountered;
- Ability to work under pressure and to practice diplomacy, tact and courtesy;
- Ability to maintain confidentiality;
- Aptitude for business mathematics and public relations;
- Ability to accurately handle money and other items of value and eligible to be bonded.

**Difficulty of Work:**

The work varies from day to day and involves some independent decisions and applying established procedures and techniques.

**Responsibility:**

Incumbent receives general instructions and follows established procedures without further supervision other than minimal need for assistance in performance of duties. Incumbent approves payments and claims on state funds and is responsible for purchases. Incumbent assumes responsibility for work of others in office in absence of director. Work is reviewed on a spot-check basis to ensure compliance with established procedures. Errors, carelessness and incorrect decisions may result in substantial inconvenience to the employing department and significant adverse effects.

**Personal Work Relationships:**

Incumbent works with a wide range of persons including supervisor, other employees in organization, other agency personnel, inmates, patients, court personnel, contractors, medical personnel, insurance company representatives, educators, administrators, vendors, buyers and the general public. The purpose of these relationships is to interpret policy, ensure the accomplishment of duties and services, ascertain that specifications are met and check for accuracy or correctness of procedures. Incumbent promotes efficiency, facilitates good interpersonal staff relationships and provides information.