

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Account Clerk 3		Class Code: 003JA3
	FLSA Status: Non-Exempt	Salary Schedule: COMOT 3	Effective Date: 6-27-14
	Summary Incumbent is responsible for a variety of important and moderately complex clerical functions and responsibility for large sums of money.		

Duties:

- Maintains agency financial and official records and is responsible for certifying their accuracy;
- Exercises limited purchasing and inventory control and assists in agency budgetary control;
- Receives, deposits, distributes and accounts for monies;
- 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;
- Lets and re-lets leases and arranges auctions, sales and receipts of bids;
- Performs related duties as required.

Job Requirements:

- Knowledge of bookkeeping and auditing;
- Knowledge of department functions and office procedures;
- Effectively communicate, both orally and in writing.
- Ability to learn the operation of all kinds of office equipment;
- Ability to solve different problems;
- Ability to work under pressure and to practice diplomacy, tact and courtesy;
- Ability to maintain confidentiality;
- Aptitude for business, mathematics and public relations on a limited basis;
- Ability to accurately handle money and be eligible to be bonded.

Difficulty of Work:

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

Responsibility:

Incumbent receives general instructions and follows established procedures without further supervision other than minimal need for assistance in the performance of duties. 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 and the general public. The purpose of these relationships is to ensure the accomplishment of duties and services, ascertain that specifications are met, check for accuracy or corrections of procedures, promote efficiency and provide information.