

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Account Clerk 4		<b>Class Code:</b> 003JA4
	<b>FLSA Status:</b> Non-Exempt	<b>Salary Schedule:</b> COMOT 4	<b>Effective Date:</b> 6-27-14
	<b>Summary</b> Incumbent is responsible for a variety of important and moderately complex clerical functions and responsibility for large sums of money		

**Duties:**

- Receives, deposits, distributes and accounts for monies, securities or other valuables;
- Prepares voucher for director's signature;
- Writes checks, transmits payments, audits transactions and performs transactions utilizing the correct department forms and records as needed;
- Takes trial balances;
- Tallies, prepares and balances financial reports;
- Figures monthly profit/loss statement or makes other computations and calculations on agency records;
- Performs clerical functions such as preparing and typing reports;
- Maintains filing systems;
- Performs related duties as required.

**Job Requirements:**

- Knowledge of office methods, bookkeeping procedures and bookkeeping terminology;
- Ability to learn operation of all kinds of office equipment;
- Ability to comprehend various accounting forms, such as invoices, vouchers and timesheets;
- Ability to maintain confidentiality;
- Ability to handle business mathematics and public relations;
- Eligibility to be bonded;
- Ability to accurately handle money and other items of value;
- Effectively communicate both orally and in writing.

**Difficulty of Work:**

The work varies from day to day and involves somewhat complex tasks while applying established procedures and techniques.

**Responsibility:**

Work is carried out with specific instructions and follows established procedures with minimal supervision other than need for assistance in performance of duties. Makes payment of vendors, contractors or others with rightful claims on state funds. Work is reviewed upon completion, but is subject to occasional checks for accuracy. Errors, carelessness and incorrect decisions may result in substantial inconvenience to the employing department.

**Personal Work Relationships:**

Incumbent works with a wide range of persons including supervisor, other employees, other agency personnel, student workers, insurance company representatives, educators, administrators 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, facilitate good interpersonal staff relationships and provide information.