



---

---

## FINANCE CLERK I-III

---

---

**PAY GRADE**  
9 - 11

**SALARY RANGE**  
\$16.73 – \$24.29

**FLSA STATUS**  
Non-Exempt / Exempt

### GENERAL DESCRIPTION

Performs routine journey-level accounting and finance support work.

Work involves performing detailed assignments in recording, classifying, examining, and verifying financial records, documents, or reports.

Work also involves compiling and tabulating data, checking documents for accuracy, and maintaining files.

Works under minimal supervision, with limited latitude for the use of initiative and independent judgment.

### EXAMPLES OF WORK PERFORMED

#### General Bookkeeping

- Records daily financial transactions in organization's accounting software.
- Assists with the preparation of bank reconciliations and ensuring bank statements reconcile with organization's financial records.
- Assists with the preparation of financial statements and other financial reports.

#### Cash Management

- Collects and counts cash/checks, deposits them into organization's bank account(s), and maintains cash/check register.
- Maintains accurate records of all cash transactions and reconciles cash on hand with organization's financial records.
- Processes any petty cash transactions and ensures all disbursements are properly authorized and supported by receipts.

#### Accounts Payable

- Processing vendor invoices, matching them to purchase orders, and verifying that they are accurate and approved for payment.
- Issuing payments to vendors and ensuring that payments are made on time.

Class Description:

Revised: 05-05-2023

- Maintaining accurate records of accounts payable transactions and reconciling accounts payable with the general ledger

### **Accounts Receivable**

Generating and distributing member dues invoices and statements.  
Monitoring department, program, or project accounts for payment delinquencies and following up with department/program staff on outstanding balances.  
Processing department/program reimbursements and ensuring they are accurately recorded in the company's financial records.

### **General Clerical**

- Files and maintains supplies, forms, records, and reports.
- Opens, sorts, and distributes incoming office mail and prepares mail-outs.
- Prepares documents for data entry and enters data into database.
- Delivers, picks up, or receives documents, supplies, mail, equipment, or materials; checks for quantity and quality; or schedules repairs and services.
- May arrange the scheduling, transfer, and display of surplus property; and may assist in conducting physical inventory.
- May assist with an annual inventory of equipment and supplies.
- May assist with auditing field operating reports, vouchers, claims, invoices, requisitions, estimates, purchase orders, statements, and similar records.
- Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to communicate with the public, both via telephone and in person.

Skill in the use of standard office equipment and software. Working knowledge of word processing and excel is required.

**By signing below, I acknowledge that I have read this job description, and to the best of my knowledge, meet the required knowledge and skills for this position.**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**