



City of Kansas City, Missouri Job Class Specification

Job Title:	SENIOR ACCOUNTING CLERK	Department:	MULTI
Job Code:	1118	Status:	NONEXEMPT
		Grade:	L-4

Summary This is technical accounting work involving lead work in an accounting/bookkeeping unit engaged in the maintenance of highly complex and varied accounting records.

Work involves responsibility for the application of accounting/bookkeeping principles as a lead worker of an accounting records unit. Employees of this class are responsible for assisting clerical and accounting clerks compliance with established accounting procedures of the department. Work is reviewed by a professional or administrative superior through written and oral reports, periodic audits and the review of the basic accounting records and procedures of the unit.

Duties and Responsibilities

- Leads and participates in the computation and preparation and/or payment of periodic invoices and summaries for industrial, commercial, and other internal/external customer accounts; processes adjustments, deposits, delinquencies and refunds in accordance with industry or departmental standards; attends to issues from internal/external customer accounts.
- Leads the work of assigned cycle control clerks and participates in the review and correction of utility account information; plans work schedules to maintain balance in work assignments; determines that appropriate account records are posted and processed through the computer in proper sequence and within the time period allotted for proper account billing.
- Assists clerical and accounting clerks with their work assignments; reviews work to obtain compliance with the established accounting procedures of the department; assists with the preparation of financial statements and reports.
- Perform related duties as required.

Technical Skills

- Must demonstrate knowledge of modern office and accounting/bookkeeping principles, practices and equipment.
- Must demonstrate ability to apply accounting/bookkeeping principles to the maintenance of control, fiscal and various accounting records and preparation of financial summaries.
- Must demonstrate ability to perform addition, subtraction, multiplication and division of whole numbers and fractions and calculate percentages.

Education and Experience

High school graduation and three (3) years of increasingly responsible experience in accounting/bookkeeping and related clerical work, including at least one (1) year at the level of Accounting Clerk.

Or

An equivalent combination of qualifying education and experience

**Certificates/
Licenses/Special
Requirements**

Must pass a background check as prescribed by the City.

**Supervisory
Responsibility**

None.

**Supervision
Received**

Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

9/06

Revised

2/11, 3/11, 4/11, 4/13,8/2022