



City of Kansas City, Missouri Job Class Specification

Job Title: ACCOUNTING CLERK

Department: MULTI

Job Code: 1114

Status: NONEXEMPT

Grade: L-2

Summary

This is entry level accounting/bookkeeping and data entry work involving maintenance of various accounting records.

Work involves responsibility for the application of accounting/bookkeeping principles. Work is reviewed by a supervisor through written and oral reports, periodic audits, and the review of the basic accounting records and procedures of the unit.

Duties and Responsibilities

- Participates in the computation, 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.
- Provide research and fact-finding information as related to job duties.
- Participates in the review and correction of account information; insures that appropriate records are posted and processed in proper sequence with accuracy.
- Assists others in the compliance of established accounting procedures of the department; assists in the preparation of financial statements and summaries.
- Perform accounting/bookkeeping entries for the general ledger and other accounting systems and subsidiary ledgers.
- 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 six (6) months in entry level accounting/bookkeeping and related clerical work.

Or

An equivalent combination of qualifying education and experience

Certificates/ Licenses/Special

Must pass a background check as prescribed by the City.

Requirements

**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

8/10, 2/11, 4/11, 4/13,8/2022 , 01/2024