

**HOUSING AUTHORITY**  
of the  
**COUNTY OF CONTRA COSTA**

Approved: 07/99  
HACCC.R04

Reviewed: 00/00/00  
Revised: 00/00/00

**JUNIOR ACCOUNTS CLERK**

**DEFINITION/PURPOSE:**

Perform a variety of routine accounting clerical functions and operate office business machines in the maintenance of numerical, statistical, and/or fiscal records.

**DISTINGUISHING CHARACTERISTICS:**

This classification is the journey level accounting clerical classes of the Authority; providing accounting clerical services within the Finance Department requiring knowledge of departmental and Authority rules and regulations. This classification deals with other departments and other agencies, so that information dispensed is considered authoritative and may result in significant action based on that information. It is distinguished from the Senior Accounts Clerk classification by the limited responsibility for dealing with routine to difficult, as opposed to most complex accounting clerical matters.

**SUPERVISION RECEIVED AND EXERCISED:**

Operates under the direct general supervision of the Accounting Supervisor.

The Junior Accounts Clerk exercises no supervision over other Authority employees.

**ESSENTIAL JOB FUNCTIONS:** Duties include, but are not limited to, the following:

- Perform a variety of clerical accounting duties in connection with processing and recording of fiscal and statistical data.
- Check, index, and file financial papers, reports and correspondence.
- Perform arithmetic calculations and verify totals and extensions.
- Prepare financial data for computer input. Operate a computer to enter and verify a wide variety of data from coded and/or uncoded source documents, including accounts payable, dwelling management inventory control, payroll, purchase orders, and general ledger.
- Assist in the start-up, shut-down, and backup of the computer system. Operate calculating and other machines as appropriate to the work assigned.
- Type vouchers, invoices, account statement, periodic reports and other forms and records.

- Perform bank statement reconciliation.
- Provide information on Housing Authority programs and related financial data, where appropriate.
- Receive mail and direct mail, package deliveries, and special deliveries to appropriate locations.
- Prepare a variety of routine correspondence and/or forms from rough drafts, notes, or brief instructions.
- Maintain good rapport with the general public and all Authority staff.

**OTHER JOB FUNCTIONS:**

- Perform related duties as assigned.

**SPECIAL REQUIREMENTS:**

Knowledge of – Accepted methods and practices used in financial, bookkeeping, and statistical clerical assignments. Basic modern office procedures. Correct use of oral and written English and proper grammar, spelling, and punctuation. Standard business mathematics. Basic Authority organization. Operation of standard office equipment, including adding, calculating, and bookkeeping machines. Uses of personal computers. Authority rules and regulations pertaining to fiscal matters..

Ability to – Apply arithmetic principles and numerical, record keeping and data gathering procedures. Perform clerical, financial, bookkeeping and statistical record keeping assignments of average difficulty. Work continuously with figures and records. Provide information to the general public about Authority programs and activities. Maintain confidentiality. Effectively and sensitively relate to the public and coworkers. Communicate clearly and effectively both orally and in writing. Write neatly and legibly and type/keyboard accurately. Follow policy and adhere to procedures. Work independently with minimal supervision. Operate a personal computer using various Windows-based applications programs, including Excel and Word.

Licenses and Certificates – None required.

California Driver License - Must possess and maintain an applicable California Driver License and driving record acceptable to the Authority's insurance carrier.

Physical Abilities and Work Environment – Sit for lengthy periods of time in a standard indoor office environment. Have manual dexterity enabling manipulation of a telephone and operation of keyboard equipment and other office machines.

Other – Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.

- Will be required to take a pre-employment physical examination.
- Be bondable.

**MINIMUM QUALIFICATIONS:**

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities would be:

Experience – One (1) year of bookkeeping, financial, or statistical record keeping experience.

Education – Graduation from an accredited high school, or possession of an equivalent certificate or diploma recognized by the State of California (e.g. G.E.D.). Possession of an Associate Degree, or two full academic years of training, from an accredited college or university with a major in accounting, finance, business administration, or related field, or two years of training at a certified business school, is desirable.