

ACCOUNTING CLERK SUPERVISOR IV

ROLE

Processing Assistant IV. See Processing Assistant IV (00441) for more information about this class.

NATURE OF WORK

Accounting Clerk Supervisors are responsible for the work of a group of Accounting Clerks. Accounting Clerks verify, code, balance, maintain and report on the manual and automated records relating to fiscal or business data. Tasks are similar to the Office Assistant and may require the use of office equipment to accomplish the Records work. Work usually involves maintaining single entry journals or records. (Positions which require a basic knowledge of bookkeeping principles and practices are included in the Accounting Technician Series).

Special Note: This is a generalized representation of position in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.