

**Alaska Court System
Class Specification**

SENIOR ACCOUNTING CLERK

Range: 12

EEO4: 06

SOC: 43-3031

Class Code: C0100

Definition:

Under general direction, the Senior Accounting Clerk performs journey-level clerical accounting duties in support of Fiscal Operations. Incumbents examine, verify, summarize, maintain, and reconcile funds and perform audit functions.

Distinguishing Characteristics:

The Senior Accounting Clerk is the full working advanced level in the general clerical accounting series. This level is distinguished from the general clerical accounting series in that an in-depth technical knowledge of one or more accounting systems is required to perform duties in support of Fiscal Operations. Knowledge of accounting policies, procedures, practices, and processes is also required. Incumbents working in this job class apply standard accounting procedures and practices to analyze, examine, verify, and monitor accounts and accounting documents. Work requires complex analysis to review, process, and account for all funds and is responsible for complex decision-making in the application of court policies, procedures and practices.

Supervision Received: The Senior Accounting Clerk works under the general supervision of a higher-level professional employee in Fiscal Operations. Work must comply with established court system guidelines, policies, procedures, and other generally accepted accounting principles and standards. Supervision is received through personal conference, general observation of work in progress, and occasional review by supervisor of completed work.

Supervision Exercised: Positions in this job class typically will not have supervisory responsibilities, but may assist in training and provide assistance to lower-level accounting clerks.

Complexity of Tasks: The Senior Accounting Clerk performs complex work involving audit and reconciliation of accounts. Duties require previous training and experience in clerical accounting work and involve the application of prescribed practices and the use of several procedures in making decisions. The complexity of the tasks at the Senior Accounting Clerk level typically involve more complex and/or difficult decisions; the degree of difficulty involved in performing the work; the ability to identify what needs to be done, take or recommend corrective action.

Independent Judgment: Within the limits of standard accounting practices and court policies and procedures, Senior Accounting Clerks frequently make complex and/or difficult decisions requiring the exercise of independent judgment. This level is distinguished from the general

clerical accounting series in that the independent judgment required is typically more frequent and involves more complex matters, which have higher consequence of error.

Examples of Duties:

Oversee, review and analyze accounting documents for efficiency as related to court policies, procedures, and practices regarding revenue and trust funds.

Assist higher-level professional employees in the implementation and maintenance of the accounting management system. Develop, revise, and establish new policies, methods and procedures necessary to maintain records related to funds by applying knowledge of general accounting practices.

Assist with audit reviews. Analyze accounting records, research discrepancies, and advise bookkeepers on proper court policies, procedures, and practices.

Review and prepare court personnel accounting documents and enter into the state's accounting system.

Prepare complex calculations and reports covering a variety of statistical, documentary and other information for annual statistical analysis of accounts.

Reconcile accounts statewide for accuracy and completeness. Research and coordinate any discrepancies. Perform arithmetical computations and apply appropriate accounting principles.

Provide technical accounting training and assistance to others. Perform higher-level duties as assigned for training purposes.

Knowledge, Skills, Abilities:

A Senior Accounting Clerk requires knowledge of:

- Accounting practices and procedures, methods, terminology, and techniques.
- State and federal laws affecting the assigned accounting function.
- Basic accounting and business principles sufficient to monitor, collect, and analyze data and implement minor procedural and transactional changes.
- Standard and specialized office equipment and software applications.

A Senior Accounting Clerk requires skill in order to:

- Identify, evaluate, and extract pertinent information from a wide variety of sources and documents.
- Interpret laws, rules, and regulations related to accounting principles.
- Research, organize, summarize and prepare reports from data collected in audit reviews.
- Use appropriate judgment to analyze complex issues and identify alternate courses of action.

- Write clearly and concisely using correct grammar, syntax, and spelling.

A Senior Accounting Clerk requires the ability to:

- Prepare clear, comprehensive, and accurate reports and keep complex records.
- Comprehend written material and interpret and apply rules and instructions.
- Function with a high degree of independence.
- Establish and maintain cooperative working relationships.
- Communicate clearly, concisely, and effectively with court system personnel and outside agencies.

Minimum Qualifications:

A high school diploma or General Education Development (GED) certificate AND two years of clerical accounting work experience AND the ability to type at least 40 words per minute (net).

Substitution:

A bachelor's degree may be substituted for one year of the required two years of clerical accounting work experience.

08/04 – Original

11/07 – Revised, WPA

02/14 – Remove MQQ's

08/14 – Revised MQ's