

Account Clerk II
Essential Task Rating Results

1	Process and pay specialty contracts.
2	Process travel and overtime meal claims.
3	Process medical/dental premiums, union dues, and garnishments.
4	Track vendor payments, conducts investigations into problems with accounts, issue refunds, or transfer collections when needed.
5	Prepares month-end reports, reconciliations, settlements, production report and reconcile to revolving fund with postage reimbursements.
6	Scheduling, indexing, and filing bills, vouchers, documents, invoices, logs, utility invoices for payment, file vendor information and other papers.
7	Eliminate all outstanding checks still in computer.
8	Keep subsidiary ledgers.
9	Verify mathematical computations with calculator tape to balance.
10	Verify that goods and/or services were received by communicating with program staff.
11	Code invoices with appropriate program/function and object of expenditure codes.
12	Input coding and other information into the automated accounting system for appropriate posting to programs. Make coding revisions for changes in program/function and/or object codes.
13	Prepare claim schedule for payment by the State Controller's Office.
14	Ensuring compliance with the Department of General Services provisions, the State Administrative Manual, Board of Control and Government Code.
15	Prepare and check payroll.
16	Posting, verifying, balancing, adjusting and auditing accounts, invoices, statistical/accounting tables, tapes and reports.