

Classification and Qualification



STANDARDS

The California State University System

Supervising Account Clerk I

Class Code 1727

Date Established 1931

Date Revised 1-1-78

Occupation Index Reference C-4

DEFINITION:

Under general direction, the Supervising Account Clerk I plans, organizes and directs the work of a group of approximately five to fifteen employees engaged in financial clerical work of average difficulty, or supervises the work of a larger group engaged in less difficult financial clerical work; or a smaller group engaged in more difficult financial clerical work requiring a high degree of initiative, judgment and responsibility on the part of the supervisor.

Distinguishing Characteristics:

Supervising Account Clerks are distinguished from other supervising clerical classes by being regularly required to perform duties for a significant portion of time involving arithmetic calculations, posting, processing and checking the results and maintaining a set of financial, statistical or other records.

Level of difficulty, variety and complexity of assigned duties, independence of action, degree of supervision received and number of employees supervised serve as primary factors between individual classes within the Supervising Account Clerk series.

Examples of Typical Activities:

Incumbents of positions in this class plan, organize and assign work, give instructions, maintain discipline, and resolve or expedite resolution of difficult clerical problems involved in the supervision of groups of clerical employees; design forms and devise improvements in procedures; hold interviews and telephone conversations with the public regarding the business of the campus and give out information; review and route correspondence and dictate letters; process personnel transactions; order office materials, supplies and equipment; prepare reports and statistical data; prepare or supervise the preparation of payrolls and certify to their correctness; consult with and advise superiors on matters of policy.

MINIMUM QUALIFICATIONS:

Knowledges and Abilities:

Thorough knowledge of methods, practices and terminology used in financial and statistical record-keeping work.

Ability to train, evaluate, and supervise the work of employees; ability to identify performance improvement needs and initiate necessary corrective action.

Ability to perform difficult financial or statistical clerical work involving independent judgment, accuracy and speed; ability to interpret and independently identify appropriate applications of a wide variety of complex written policies and procedures in circumstances for which guidelines do not exist or for which guidelines

conflict; ability to tactfully and clearly explain a wide variety of complex procedural and policy applications to others.

Ability to analyze detailed statistical or financial records and trace errors; ability to apply detailed procedures consistently in maintaining and correcting financial or statistical records; ability to make arithmetic computations.

Ability to analyze financial or statistical record-keeping processes and identify deviations from applicable policies or procedures; ability to coordinate processes involving various offices and individuals with diverse priorities; ability to identify and solve problems in organization and work flow; ability to establish and control clerical workload priorities.

Ability to independently initiate, and prepare memoranda and correspondence requiring selection of materials and references from a variety of sources; ability to use correct English, spelling, grammar and punctuation; ability to read and write at a level appropriate to the duties of the position; ability to independently contact others, review records to compile information needed in budgeting and other administrative or technical processes.

and

Experience:

Four years of progressively responsible experience keeping fiscal records financial reports; including one year of experience assigned functional area.

Work Week Group: 1
Premium O/T: Yes
Shift Differential: No
Employee Category: Non-Academic