

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 30
Fiscal Year: 2009/2010
Posted Date: February 05, 2010

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Draft job specifications attached.)

Item #	DEPT/ DIVISION	Class/Title
1	HRD	1630 Account Clerk

Item #	DEPT/ DIVISION	Class/Title
2	HRD	1632 Senior Account Clerk

Item #	DEPT/ DIVISION	Class/Title
3	HRD	1634 Principal Account Clerk

For additional information regarding the above proposed action, please contact Cathy Abela at (415) 557-4933 or email her at Cathy.Abela@sfgov.org.

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at: <http://www.sfdhr.org/index.aspx?page=109>

cc: All Employee Organizations
All Departmental Personnel Officers
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Christina Fong, DHR
Carmela Villasica, DHR
Linda Cosico, DHR
RAS Team Leader(s)
DHR Support Services
Martin Gran, DHR
Steve Ponder, DHR
Cathy Abela, DHR
Clare Leung, MTA
File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Account Clerk
Job Code: 1630**

INTRODUCTION

Under general supervision, performs routine bookkeeping and financial record keeping operations within complex accounting systems. Incumbents post, adjust and balance entries to ledgers; verify the correctness of accounting documents; respond to inquiries and provide financial information; organize and file source documents; perform operations involving automated accounting systems and spreadsheet programs and perform related duties as required.

DISTINGUISHING FEATURES

This is the journey-level position in the Account Clerk series. It is distinguished from the 1632 Senior Account Clerk in that it has no supervisory responsibilities, and incumbents perform work which is less complex and analytical than that performed by incumbents in the 1632.

Supervision Exercised: None

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Performs routine bookkeeping and financial record-keeping operations within complex accounting systems in order to ensure accurate balances and available budgeted funds.
2. Posts, adjusts and balances entries to subsidiary ledgers by searching out details and resolving numerical imbalances.
3. Verifies correctness of accounting documents by comparing postings to source documents and checking calculations for accuracy.
4. Responds to inquiries from other units, departments or the general public by extracting information and providing summaries to callers or in person.
5. Organizes and files source documents such as invoices, purchase orders, payment vouchers and other related documents according to accepted practice and in order to locate them readily in the event of the need for research at a later date.
6. Performs tasks in software related to accounting, including databases, automated accounting systems, spreadsheets and word processing.
7. Assists in the maintenance of cost control records.
8. Reports available budget balances and expenditures by uniform account classifications.
9. Assists in reconciling and summarizing accounts.
10. Performs mathematical calculations such as addition, subtraction, multiplication and division in order to arrive at correct balances when working on financial and accounting matters such as cost records, deposits, expenditures, allocations, taxes and penalties.
11. Prepares statements, orders, receipts and related forms as required.

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Title: Account Clerk
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12. Inputs simple accounting documents for processing vendor payments.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: financial record keeping and elementary accounting methods such as posting, adjusting, balancing, reconciling and single-entry bookkeeping; office clerical procedures such as filing, coding, indexing and proofreading accounting documentation; and elementary mathematics.

Ability to: perform accurate mathematical calculations; establish effective working relationships with departmental and non-departmental staff; apply accounting principles to a complex accounting system; navigate through and perform tasks in the various computer software (accounting systems, tax programs, spreadsheets, processing and database systems) required for financial transactions; and communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

Six (6) months (equivalent to 1,000 hours) of verifiable experience processing financial and accounting matters (e.g. cost records, deposits, expenditures, allocations), bookkeeping, and/or financial record keeping. Such experience typically includes verifying correctness of financial documents; maintaining expenditure records, and reconciling subsidiary accounts.

Substitution of Experience:

15 semester units (or equivalent quarter units) of coursework from an accredited college or university with a minimum of 6 semester units (or equivalent quarter units) in accounting may be substituted for the required experience as described above.

LICENSE AND CERTIFICATION

PROMOTIVE LINES

To: 1632 Senior Account Clerk

ORIGINATION DATE: 1/12/61

AMENDED DATE: 7/23/99; 12/13/02, 04/23/07, 2/5/10

- Deleted: 1) .
- Deleted:
- Deleted: experience
- Deleted: posting, adjusting and balancing entries to ledgers;
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- Deleted: ; AND
- Deleted: 2) . The ability and willingness to use a computer and to learn to use assigned software.¶
- Deleted: Successful completion
- Deleted: college
- Deleted: at the rate of one semester unit or equivalent quarter units for each month of experience.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Account Clerk
Job Code: 1630**

REASON FOR AMENDMENT

*To accurately reflect the current tasks, knowledge, skills
and abilities defined in the most recent job analysis
conducted for this job code.*

BUSINESS UNIT(S):

COMMN, SFUSD, SFCCD, MTA

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Senior Account Clerk
Job Code: 1632**

INTRODUCTION

Under general supervision, performs difficult bookkeeping and financial record keeping operations within complex accounting systems and may direct the work of a small clerical staff. Incumbents interpret, enforce and carry out existing policies and procedures relative to financial record keeping activities; make regular contacts with other departmental personnel and the general public in connection with bookkeeping and financial operations; prepare and maintain a variety of complex financial and bookkeeping records and reports; post, adjust and balance entries to ledgers; verify the correctness of accounting documents; respond to inquiries and provide financial information; organize and file source documents; perform operations involving automated accounting systems and spreadsheet programs and perform related duties as required.

DISTINGUISHING FEATURES

This is the senior-level position in the Account Clerk series. It is distinguished from the 1630 Account Clerk in that it may have lead-worker responsibilities, and incumbents perform work that is more complex and analytical than that performed by incumbents in the 1630.

SUPERVISION EXERCISED: May coordinate the work of a small clerical staff.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Performs difficult bookkeeping and financial record-keeping operations within complex accounting systems in order to ensure accurate balances and available budgeted funds.
2. Posts, adjusts and balances entries to subsidiary ledgers by searching out details and reconciling account discrepancies.
3. Verifies correctness of accounting documents by comparing postings to source documents and checking calculations for accuracy.
4. Responds to inquiries and provides financial information to other units, individuals and the general public regarding the status of accounts, payments, issuance of checks and availability of balances by extracting information from documents and answering questions.
5. Organizes and files source documents according to accepted practice.
6. Performs tasks in software related to accounting, including databases, automated accounting systems, spreadsheets and word processing.
7. Calculates encumbered balances of blanket purchase orders and contract orders to ensure that funds are available for payment.
8. Identifies discrepancies between departmental records and the City's accounting system.
9. Assists in the compilation of financial data for accounting and financial purposes.
10. Prepares accounting documents including requisitions for purchase orders, journal

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Title: Senior Account Clerk
Job Code: 1632

entries, encumbrances and payment documents.

11. Performs mathematical calculations such as addition, subtraction, multiplication and division in order to arrive at correct balances when working on financial and accounting matters such as cost records, deposits, expenditures, allocations, taxes and penalties.

12. Reconciles bank statements and revolving fund balances.

13. Prepares basic financial schedules and reports using spreadsheet programs such as Lotus, Excel and QuattroPro.

14. May direct the work of a small clerical staff.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: financial record keeping and elementary accounting methods such as posting, adjusting, balancing, reconciling and single-entry bookkeeping; office clerical procedures such as filing, coding, indexing and proofreading accounting documentation; and elementary mathematics.

Ability to: analyze financial record keeping problems and suggest corrective actions; prepare and analyze financial reports; coordinate and inspect the work of a small clerical unit; perform accurate mathematical calculations; establish effective working relationships with departmental and non-departmental staff; apply accounting principles to a complex accounting system; navigate through and perform tasks in the various computer software (accounting systems, tax programs, spreadsheets, word processing and database systems) required for financial transactions; and communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

Eighteen (18) months (equivalent to 3,000 hours) of verifiable experience processing financial and accounting matters (e.g. cost records, deposits, expenditures, allocations), bookkeeping and/or financial record keeping. Such experience typically includes verifying correctness of financial documents; maintaining expenditure records; and reconciling subsidiary accounts.

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2) . The ability and willingness to use a computer and to learn to use assigned software.

Substitution of Experience:

15 semester units (or equivalent quarter units) of coursework from an accredited college or university with a minimum of 6 semester units (or equivalent quarter units) in accounting may be

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CITY AND COUNTY OF SAN FRANCISCO
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Title: Senior Account Clerk
Job Code: 1632

substituted for up to six (6) months of the required experience as described above.

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LICENSE AND CERTIFICATION

PROMOTIVE LINES

To: 1634 Principal Account Clerk

From: 1630: Account Clerk

ORIGINATION DATE: 4/29/68

AMENDED DATE: 7/23/99; 12/13/02, 2/5/2010

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN, SFUSD, SFCCD, MTA

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Principal Account Clerk
Job Code: 1634**

INTRODUCTION

Under direction, supervises the activities of staff engaged in various accounting and financial transaction activities; performs difficult and responsible accounting and financial transaction and clerical work; prepares and reviews a variety of complex financial documents and records; interprets, enforces and carries out existing policies, regulations and procedures relating to accounting and financial activities; makes regular contacts with other departmental personnel, the general public and outside organizations in connection with accounting and financial operations; and performs related duties as required.

DISTINGUISHING FEATURES

The Principal Account Clerk is the advanced level in the Account Clerk series. Positions at this level are distinguished from those at the lower levels in the complexity of work performed. Positions at this level perform the more complex and specialized duties in a highly independent manner.

Supervision Exercised: Directs/supervises the activities of clerical staff.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Supervises, instructs, plans, assigns, coordinates, monitors, evaluates and reviews work of subordinate and office personnel in an accounting unit including such functions as utilizing system applications, statements, worksheets, processing statistical reports, reconciliations, cash receipts, distributions, encumbrances and payments.
2. Performs complex accounting analysis and financial transaction processing and resolves difficult operating issues.
3. Prepares routine correspondence, reports, memoranda and letters to members of the staff, other organizations and the public.
4. Responds to inquiries in person or on the phone to members of the staff, other organizations and the public regarding accounting and financial operations.
5. Assists in the development and implementation of new operating policies and procedures.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: basic accounting methods and principles in accordance with laws, regulations, and ordinances related to accounting operations.

Ability to: supervise and review the work of subordinate employees engaged in accounting and financial transaction processing activities; prioritize work in order to optimize staff and resources; perform basic arithmetical processes; communicate clearly and effectively orally and in writing; identify problems, develop options for solutions and make logical recommendations involving accounting and financial transaction processing; establish and maintain effective working

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Title: Principal Account Clerk
Job Code: 1634

relations with staff; use a 10-key adding machine by touch; and operate computerized accounting and spreadsheet software programs at a proficient level.

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MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

1. Two (2) years (equivalent to 4,000 hours) of verifiable experience in a position supervising and directing accounting and/or financial transaction functions. OR

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2. Fours (4) years (equivalent to 8,000 hours) of verifiable experience processing financial and accounting matters (e.g., cost records, deposits, expenditures, allocations), bookkeeping, and/or financial record keeping. Such experience typically includes verifying correctness of financial documents, maintaining expenditure records and reconciling subsidiary accounts.

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Substitution of Experience:

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30 semester units / 45 quarter units of coursework from an accredited college or university with a minimum of 12 semester units (or equivalent quarter units) in accounting may be substituted for up to one (1) year of the required experience as described in #1 or #2.

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LICENSE AND CERTIFICATION

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PROMOTIVE LINES

From: 1632 Senior Account Clerk

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ORIGINATION DATE: 1/12/61

Deleted: at the rate of one semester unit or equivalent quarter units for each month of experience up to twelve (12) months.

AMENDED DATE: 10/8/99; 6/27/05, 2/5/10

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REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN, SFUSD, SFCCD, MTA

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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Principal Account Clerk
Job Code: 1634**

