

# ACCOUNT CLERK I

(Commissioner of the Revenue)

## **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs responsible skilled clerical work involving assisting in the preparation and/or maintenance of fiscal or related records; does related work as required. Work is performed under regular supervision.

This is sedentary work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, work requires stooping, kneeling, crouching, reaching, standing, walking, fingering, grasping and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

## **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

Assists in the preparation of financial or statistical records; assisting with billing processing and related services;  
Assists in gathering, assembling tabulating and verifying financial or statistical information;  
Responds to customer complaints;  
Files various fiscal transaction documents;  
Searches documents for posting errors;  
Collates, sorts and complies fiscal data in accordance with procedures;  
Operates PC and data processing equipment;  
Performs miscellaneous clerical work;  
Assists taxpayers in Federal and State Income Tax Preparation;  
Concentration on detailed information;  
Operated typewriter, calculator and other standard office equipment incident to maintaining records;  
Must have legible handwriting;  
Performs related tasks as required.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of bookkeeping terminology, methods, procedures and equipment;  
general knowledge of standard office procedures, practices and equipment; ability to understand and follow oral and written directions; ability to establish and follow detailed work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy, skill to use a variety of office machines and some typing; skill in the use of word

and data processing equipment; ability to have good telephone skills; ability to get along well with others.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school supplemented by courses in bookkeeping, income tax preparation classes, some experience in general office and accounting work.

**SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.