

Accounting Clerk (Union Position)

ESSENTIAL FUNCTIONS OF THE JOB INCLUDE:

- shall assist Senior and other Accounting Clerks in maintaining one or more phases of the PUD's accounting work and acquire sufficient proficiency in the duties assigned;
- duties may include, but are not limited to: property; accounts payable; mail room duties, including operating computerized and non-computerized mailing equipment with the ability to do operator maintenance, general office and interoffice mail routing, preparing and distributing courier boxes, handling assigned storeroom duties;
- capable of working unsupervised;
- other duties as assigned.

SPECIFIC QUALIFICATIONS/SKILLS/KNOWLEDGE REQUIRED:

- a high school graduate with a working knowledge of bookkeeping and at least two years' experience as a bookkeeper or accounting clerk, or a college graduate with a working knowledge of bookkeeping;
- experience in use of terminal and personal computers;
- good oral and written communication skills;
- ability to work effectively with associates; ability to write legibly;
- must be able to understand and follow instructions.

PHYSICAL AND MENTAL DEMANDS:

- maintains full alertness and concentration at all times;
- interacts well with co-workers, especially when working in stressful situations;
- adequate vision to operate a motor vehicle, and able to judge red, green and yellow traffic lights adequately to drive on highways;
- able to read small print on written material and computer screen; able to sit or stand six to eight hours during the day;
- able to manually enter data or information into data bases in a timely manner;
- hears spoken conversation well while working with co-workers and on the telephone;
- speaks clearly when communicating by telephone and in person;
- twisting associated with tasks performed at work station or in mailroom;
- operates office equipment;
- able to perform physical labor or exertion such as climbing ladders, pushing, pulling, bending, and lifting weights of 50 pounds;
- able to operate District vehicle to travel to bank or post office.

Hourly Wage (based on required time in each step):

Accounting Clerk	1 <sup>st</sup> 6 Months	12.24
Accounting Clerk	"A"	14.59
Accounting Clerk	"B"	16.44
Accounting Clerk	"C"	18.25
Accounting Clerk	"C+"	19.06