



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

ACCOUNTING CLERK I

Job Number: 20001637

Job Code: 91080V231016

Job Group: 9100 - BOOKKEEPING AND ACCOUNTING

Job Established: 06/16/1982

Job Revised: 10/16/2023

Grade: 10 Salary (MIN - MID):

\$14,694-\$22,041 - Hourly

\$2,387.78-\$3,581.66 - 37.5 Hr. Monthly Salary

\$2,546.96-\$3,820.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs various accounting duties in the maintenance of accounting and financial records. Processes financial transactions, disbursements, and receipts either manually or by data processing; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE, TRAINING, OR SKILLS:

Two years of accounting, bookkeeping, or fiscal clerical experience.

Substitute EDUCATION for EXPERIENCE:

Training in accounting, business administration, business education, office administration, or a related field will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Accounting, bookkeeping, or fiscal clerical experience will substitute for the required education on a year- for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs various accounting clerical duties such as posts, balances, and reconciles accounting records either manually or by data processing methods. Processes financial transactions, disbursements, receipts, expenditures, and fund transfer requests. Makes corrections in accounting records. Performs and edits statistical analysis for review. Assists professional staff in preparing and maintaining accounting systems. Maintains inventory records. Calculates accounting adjustments. Prepares tax return audits and tax refunds. Prepares financial schedules.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title typically perform work in an office setting.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.