Account and Budget Representative I (0711)

**Basic Purpose/Job Function:** Performing routine clerical and accounting tasks following established standards.

**Examples of Titles Replaced:** Accounting Clerk I; Accounting Clerk II; Accounting Specialist I; Medical Insurance Claims Clerk

**Typical Functions May Include:**
1. Posting journal entries
2. Checking prepared documents and forwarding to proper office
3. Preparing disbursement orders, travel and miscellaneous claims
4. Receiving and verifying deposits and maintaining cash drawer
5. Preparing and typing reports and financial statements following prescribed formats
6. Maintaining filing systems and accounting records
7. Responding to routine financial inquiries from internal and external customers
8. Preparing and scanning documents into the optical imaging system
9. Performing other related duties as assigned

**Risk Management:** Uses established safety practices to protect the health and safety of personnel and property.

**Supervision of Others** Has no regular supervisory responsibility. May train others in similar positions.

**Supervision Received:** Receives specific supervision.

**Minimum Qualifications:**
- **Education:** High School diploma or GED
- **Experience:** 0 - 9 months    **Type:** Accounting/Clerical
- **Skills:** Ability to perform basic math functions
- **Special Requirements:** May be required to bend, lift, stoop, walk and carry; has regular contact with customers; background check required as a condition of employment
- **Licenses:** Determined by the nature of the position and/or department.
- **Certifications:** Determined by the nature of the position and/or department.
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Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.