

CLERICAL TECHNICIAN

Grade: B05	Est: 05/90	Rev: 07/92 07/99 01/06	Job Group: Clerical	EEO Category: Office/Clerical
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JOB SUMMARY

Under Supervision of the Manager of Fiscal Operations and Analysis, independently performs highly technical clerical applications. Using specialized knowledge, determines appropriate procedures to use in resolving complex issues.

JOB DUTIES & RESPONSIBILITIES

Performs computer operation tasks including data base maintenance, data entry and production of regularly scheduled and ad hoc reports.

Prepares statistical reports and demographic summaries of data maintained in databases. Analyzes reports for accuracy and validity.

Assists other staff in using the computer or report generation.

Determines billing priority for funding sources for each client.

Processes automated accounts receivable (A/R) including: posting client accounts from the deposit record, reviewing service events records; verifying the fund source with payments and applying payments to clients/ accounts.

Completes end of the month A/R processing, including balancing the A/R totals from the computer with the A/R totals from the general ledger; and producing an A/R Aging Report. Generates routine and ad-hoc reports as needed.

Maintains confidentiality of all client, staff and agency-related data in accordance with Center policies.

May perform tasks for other programs and departments, as assigned.

Performs other duties as assigned.

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JOB QUALIFICATIONS

Must be a high school graduate with advanced, specialized education in accounting, computer science or other related field. Five years of related experience required.

Must have ability to learn quickly and execute new software applications. Ability to independently compose reports and charts of a technical nature and perform simple statistical procedures.

Must be able to work with minimal supervision in an organized, time-efficient manner to meet scheduled deadlines.

Must be able to interact professionally with program clients, office staff and field personnel and other department staff.