

## **Accounting Clerk - Job Standards**

Job Standards include: (Note: this is a representative list only - complete list provided with purchase)

Note: Depending on the financial institution, accounting clerks often perform singular tasks such as check, ACH transactions, accounts payable, customer payrolls, etc. The standards you choose should reflect the specifics of the job and more than one set of standards may be required.

### KNOWLEDGE OF WORK:

- Knows how to process checks, ACH entries, bonds, and safety deposit box entries
- Knows how to operate most office equipment and personal computer including spreadsheet programs
- Knows and performs payroll clerk duties
- Knows proper operation of phone system
- Has thorough knowledge of ACH and banking systems, payroll deduction posting, returns, etc.
- Knows basic accounting; balances daily work in a timely manner

### QUALITY OF WORK:

- Completes tasks and projects in a timely manner, error free
- Handles increasing work volume, knows how to get things done quickly
- Complete ACH returns and other electronic transactions daily, error free
- Documents all work neatly and thoroughly
- Handles more complex problems with customer accounts involving accounting entries

### QUANTITY OF WORK:

- Completes encoding of checks within 30 minutes of closing daily
- Processes sponsor and customer payroll deductions in a timely manner
- Checks balancing completed and exception items returned within daily time allowance
- Balancing of all subsidiary accounts completed per schedule
- Processes check orders on daily basis and posts to appropriate general ledger accounts

### INITIATIVE/MOTIVATION:

- Ready to serve customers and perform tasks at appointed hour
- Aware of things that need to be done, and does them without prompting
- Suggests improvements that relate to their job tasks or work methods
- Works unscheduled hours when necessary to complete scheduled tasks
- Understands deadlines and does what is necessary to meet them

### PROBLEM ANALYSIS:

- Understands nature and cause of problems and what need to be done to correct same
- Refers the problem to supervision/management when necessary
- Resolves the problem when it's within their authority
- Considers pros and cons of possible solutions
- Considers problems as an opportunity and challenge