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## Accounts Maintenance Clerk 02

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### GS-0525-02

NOTE: THE SENTENCE IN PART I DESCRIBING THE PURPOSE OF THE POSITION AND PARTS II AND III IN THEIR ENTIRETY ARE PERMANENT PARTS OF THE LIBRARY AND MAY NOT BE CHANGED OR EDITED IN ANY WAY.

#### I. INTRODUCTION

This position is located in

Provides basic clerical support for accounting functions. Works with more experienced staff providing all or some of the following recurring duties.

#### II. MAJOR DUTIES AND RESPONSIBILITIES

Maintains accounting records. Examines, verifies, and checks completeness and accuracy of financial documents. Assures documents have proper approvals. Corrects clerical errors. Determines accounts affected and required debit/credit entries. Files documents.

Enters data into manual/automated systems and account records, and maintains accounts.

Reviews records and source documents to identify causes of discrepancies; and determines entries required to balance accounts.

Receives formal and/or on-the-job training in the functions and operations of the organization, agency policies, regulations, and the specialty of the unit.

#### III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-2, 200 pts.

Knowledge of accounting transaction documents, codes, and procedures to review documents, correct errors and process actions; and office procedures for same.

Skill in basic arithmetic functions to verify computations.

Ability to understand relationships between numbers, accounts and organizations.

Factor 2 - Supervisory Controls FL 2-1, 25 pts.

The supervisor or other designated employee provides detailed instructions for all assignments. The employee asks for additional guidance as required. Work is reviewed in progress for accuracy, adequacy, and adherence to instructions and established procedures.

Factor 3 - Guidelines FL 3-1, 25 pts.

Guidelines consist of checklist, code books, desk procedures and directives, and oral and written instructions. Standard and detailed procedures and instructions cover assignments. Specific instructions are provided for new assignments. Any situation not covered by guidance or that may require deviation from procedures is referred to the supervisor or others.

Factor 4 - Complexity FL 4-1, 25 pts.

Tasks are repetitive, usually involving similar expenditures, charges and receipts which require a uniform approach in the examining and handling of documents. There are few problems identifying discrepancies or necessary adjustments.

Factor 5 - Scope and Effect FL 5-1, 25 pts.

The purpose of the work is to provide basic clerical support for accounting functions. Completed documents and data compiled facilitate the work of other unit staff members.

Factor 6/7 - Personal Contacts FL 6/7-1a, 30 pts.

Contacts are with employees within the immediate office and with offices submitting actions. The contacts are to exchange or clarify information, and to ensure prompt processing of documents.

Factor 8 - Physical Demands FL 8-1, 5 pts.

Work is primarily sedentary. May be required to lift and move files/printouts.

Factor 9 - Work Environment FL 9-1, 5 pts.

The work is performed in an office setting.

TOTAL = 340 pts.

This position is non-exempt from coverage under the Fair Labor Standards Act.

#### **IV. UNIQUE POSITION REQUIREMENTS**

(Last Updated: September 19, 2001)