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## Accounts Maintenance Clerk 03

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### GS-0525-03

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

Establishes and maintains accounting records. Reviews accounting documents for completeness, accuracy, funding, and authorization.

Corrects clerical errors. Determines accounts affected and required debit/credit entries, and/or classifies accounting transactions. Files documents.

Reviews documents to verify data, enters data into manual/automated systems and account records, and maintains accounts. Assists in making trial balances.

Reconciles accounts; reviews records and source documents to identify causes of discrepancies; and determines entries required to balance accounts. Assists in summarizing transactions.

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 2-2, 125 pts.

The supervisor or other designated employee provides instructions for new procedures, policies or regulations, and recurring assignments. Work is spot checked for accuracy and compliance with established instructions, methods, procedures and deadlines. New difficult or unusual assignments are usually checked in more detail to determine that instructions were carried out correctly.

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

Guidelines consist of checklist, code books, desk procedures and directives, and instructions oral and written computer terminal operation. 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 4-2, 75 pts.

Tasks are usually standardized although transactions, documents, records and accounts vary. There are few problems identifying discrepancies or necessary adjustments. Choices are from easily recognizable situations.

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/Purpose of Contacts FL 6-2a, 45 pts.

Contacts are with accounting and operating personnel of the client offices, other federal agencies, and vendors. 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.

Work is performed in an office setting.

TOTAL = 505 pts.

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

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

(Last Update: September 19, 2001)