

Job Description: ACCOUNTING CLERK

Class No. 503
Position No. 497-8500
Pay Group: 15

Department: Treasurer's Office
EEOC Category: Administrative Support
FLSA: Non-exempt

SUMMARY OF POSITION

The Accounting Clerk is responsible for receipting and depositing monies received in the Treasurer's office in compliance with applicable laws. The position performs a variety of accurate, general, clerical functions, administrative duties and accounting support work involving typing, data entry, and accounting skills.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the County Treasurer. This is a non-supervisory position that has contact with county employees, elected officials, department heads, outside representatives and the general public.

ESSENTIAL DUTIES

- Reviews and sorts accounts payable invoices and checks for disbursement to vendors;
- Receipts and deposits all monies received in the Treasurer's office;
- Reconciles and balances daily and monthly departmental reports to revenue received;
- Records and distributes various ACH payments from the State Comptroller and US Department of Justice to the appropriate department;
- Files and maintains clerical records and reports pertinent to accounting and bookkeeping operations within Treasurer's office;
- Scans and archives documents, files, and records as necessary;
- Prepares, processes and disburses juror payments for County Clerk, District Clerk, Justice of the Peace Courts and various Charities;
- Prepares, processes and disburses "thank you" cards for all juror donations;
- Prepares necessary documents and forms for publishing and reporting Unclaimed Property to State;
- Assists citizens of Guadalupe County with recoupment of unclaimed property;
- Assists with proofing and verifying payroll timesheets and input of hours paid to employees;
- Attends Commissioners' Court in the absence of the Treasurer or Treasurer's Administrative Assistant;
- Performs secretarial functions, as needed, including typing correspondence, reports, documents, filing, faxing and copying;
- Opens, sorts, date stamp, and distributes incoming mail and processes all outgoing mail;
- Performs receptionist duties, including answering the telephone, taking messages, directing visitors, and providing information to the public;
- Picks up and drops off paperwork to and from other offices in the Justice Center and Courthouse;
- Picks up and drops off departmental deposit slips from bank; and
- Performs other duties as assigned within the scope of responsibility and requirements of the job.

OTHER REQUIREMENTS

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

EDUCATION AND EXPERIENCE

High School Diploma or a General Education Development (GED) certificate is required including bookkeeping courses or accounting with at least three years of progressively responsible accounting and administrative experience (preferably with a government entity), or an equivalent combination of experience and training which provides the required knowledge, skills and abilities.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, climb or balance, and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Staff work is normally reviewed and deadlines are to be met. It is left up to the staff to determine the method in which they complete their work.

EXPERIENCE, SKILLS, AND ABILITIES

- Knowledge of generally accepted accounting principles, departmental policies and procedures, standard office practice and procedures. Must be able to type 40 WPM.
- Ability to perform a volume of numerical detailed work with speed and accuracy; operate office equipment including typewriter, fax machine, copier, ten-key calculator, and computer using standard word processing, data inquiry and spreadsheet software packages; establish and maintain effective working relationships with other office workers, outside agencies, officials and the general public; demonstrating proficiency in both oral and written communication; understand and follow instructions; exercise independent judgment and maintain appropriate necessary certification.
- Ability to write routine reports and correspondence, read and interpret documents, such as operating and maintenance instructions, and procedure manuals.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving standardized situations.
- Ability to establish and maintain effective working relationships with other county employees, co-workers and the general public and to interact tactfully with citizens in stressful situations.

CERTIFICATES AND LICENSES

A Valid Texas Driver's license is required.

This employee must be bondable.

COMMENTS

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**JOB DESCRIPTION FOR POSITION:
503-Accounting Clerk**

NOTICE:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

Signature of Employee

Date

This signed original will be placed in employee's Personnel File.