

# Accounting Clerk

**Department:** Finance



## GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of administrative and accounting duties in the Finance Department. Work involves screening and independently handling a variety of inquiries, typing a variety of documents, coordinating meetings, and maintaining files. Employee is responsible for answering telephones and addressing inquiries from the general public; composing routine correspondence, and filing and retrieving materials. Employee is also responsible for preparing a variety of procedural forms, such as travel vouchers and supply requisitions, and sorting incoming mail. Employee will assist Finance Department with processing of accounts payable as needed. Employee performs a variety of human resources tasks under the supervision of the Human Resources Coordinator. Employee must also exercise considerable tact and courtesy in frequent contact with the public. Reports to the Fiscal Operations Director.

## SPECIFIC DUTIES AND RESPONSIBILITIES

- Answers telephone and receives inquiries, provides information based on considerable knowledge of County programs and activities, or refers callers to appropriate personnel or agencies, as necessary; records and routes messages for County personnel as necessary.
- Types correspondence, reports, statements, manuscripts, meeting minutes, forms, and other material into form from typed or handwritten copy or machine dictation, assuming responsibility for spelling punctuation, grammar, and format; proofreads various forms and documents, ensuring proper content spelling, punctuation, grammar, and format.
- Files and retrieves materials for County officials or general public based on full knowledge of departmental activities and County programs; prepares photocopies of various materials and distributes as requested or otherwise appropriate.
- Assists the Finance Department with final processing of accounts payable checks and maintenance of the courthouse keyless entry system.
- Works closely with the Human Resources Coordinator to provide support as needed on highly confidential human resource issues and special projects.
- Assists Human Resources Coordinator in maintaining personnel files and benefit enrollment records, responds to employee policy inquiries, assists with new hire processing and employee terminations.
- Performs data entry for Finance Department reporting which may include spreadsheets and database computer programs.
- Performs a variety of clerical support functions including, but not limited to, preparing travel vouchers, requisitions, purchase orders, leave of absence forms, and check request, maintains records of office supplies received and disbursal among County departments or offices.
- Responsible for purging time sensitive files.

- Organizes and keeps various county department leases and updates as necessary.
- Prepares monthly/quarterly notebooks.
- Ensures timely transport of checks to the bank for deposit, occurring monthly and as operational needs arise.
- Oversees office supply inventory, ensuring availability of materials and initiating replenishment as needed.
- Performs other related tasks as required.

## REQUIRED EDUCATION AND EXPERIENCE

High School Diploma or GED supplemented by completion of a two-year curriculum of secretarial/managerial courses, and 3 to 5 years of experience in secretarial and administrative work; or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.

### *Licenses and Certificates:*

A valid driver's license

## KNOWLEDGE, SKILLS, AND ABILITIES

The following generally describes the knowledge and abilities required to perform the job or which must be learned within a short period of time to successfully perform the assigned duties.

- Considerable knowledge of County and department rules, regulations, policies and procedures, and the ability to interpret them.
- Considerable knowledge of the organization and functions of the County.
- Considerable knowledge of modern office practices and procedures.
- Considerable knowledge of arithmetic, spelling, grammar, punctuation, and vocabulary.
- Skilled in the operation of common office equipment, including popular computer-driven word processing, spreadsheet, and file management programs.
- Ability to develop and modify work procedures, methods, and processes to improve efficiency.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

## PHYSICAL DEMAND AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

- Must be physically able to operate a variety of automated office machines including computers, recording devices, telephone, copiers, scanners, facsimile machines, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.
- Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.
- Requires the ability to read a variety of correspondence, reports, forms, manuals, etc. Requires the ability to prepare correspondence, reports, forms, news releases, etc., using prescribed formats and conforming to all rules of punctuations, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.
- Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instruction furnished in written, oral, diagrammatic, or schedule form.
- Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.
- Requires the ability to utilize mathematical formulas, to add and subtract totals; to multiply and divide; to determine percentages and decimals.
- Requires the ability to inspect forms for proper length, width, and shape.
- Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.
- Requires the ability to handle a variety of items such as office equipment. Must have a minimal levels of eye/hand/foot coordination.
- Requires the ability to differentiate between colors and shades of color.
- Requires the ability to deal with people beyond giving and receiving instruction. Must be adaptable to performing under stress and when confronted with persons acting under stress.
- Requires the ability to talk and and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature or sounds by ear). Must be able to communicate via telephone.

## SPECIAL REQUIREMENTS

None

**FLSA Status:** Non-Exempt

### **Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The County of Ashe reserves the right to assign or otherwise modify the duties assigned to this classification.