



WORKING TITLE: ACCOUNTING CLERK II	CLASSIFICATION: ACCOUNTING CLERK II
DEPARTMENT: ADMINISTRATION	DIVISION: FISCAL SERVICES
PAY RANGE: OPEU 10	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: JUNE 2013

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs accounting duties of a moderate nature by maintaining records of department revenues and expenditures. May participate in preparation and administration of the department's annual budget and may maintain accounts having special fund characteristics. Uses some judgment to ensure transactions are in accordance with generally accepted accounting principles.

SUPERVISION RECEIVED:

Works under general supervision of an Administrative Office Specialist or other Administrative or Supervisory superior who reviews work for conformance with established procedures and for quality, neatness, and accuracy of services provided.

SUPERVISION EXERCISED:

Supervision is not a responsibility of positions in this class. However, incumbents may provide technical assistance to or assist in the training of new employees.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Maintains payroll records of a large department; processes time sheets and tabulates leave time accrued.
- Prepares and processes accounts payable; posts expenditures to general ledger.
- Prepares monthly cash received summary report and submits to the treasurer's office.
- Prepares and processes billings.
- Codes and types purchase requisitions.
- Maintains expenditure records on federal and state-funded projects; prepares monthly state and federal grant expenditure reports.
- Posts daily receipts to patient ledger cards.
- Reconciles expenditures to budget line items; prepares budget expenditure projections.
- Operates and maintains computer data tracking or billing systems.
- Tabulates and maintains records of materials, supplies, labor or equipment costs on department projects.
- Performs related work as required.

JOB SPECIFICATION

KNOWLEDGE OF:

- Double-entry principles as required by the position.
- Accounting practices and municipal fund budgeting.
- Software applications in accounting or bookkeeping.
- Clerical and office procedures.
- Confidentiality rules related to personnel and fiscal administration.
- State and federal rules and regulations relevant to fiscal record keeping and transactions.

SKILL IN:

- Operating a 10-key calculator rapidly and accurately by touch, as required by the position.
- Basic mathematics.

ABILITY TO:

- Learn principles and practices of grant accounting and bookkeeping.
- Operate Typewriter, 10-key calculator, computer terminal, and other office equipment.
- Operate in the Microsoft Windows environment inclusive of using Excel, database management and record keeping programs.
- Analyze financial and accounting records, prepare clear and concise electronic spreadsheets, and ability to learn and use computerized accounting systems.
- Establish and maintain effective working and problem-solving relationships with supervisors, other employees, and the public.
- Function in a team environment.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Two years' bookkeeping work experience at a level equivalent to an accounting clerk. Course work and training in bookkeeping, accounting, or a related field may be substitute for up to one year of experience. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the

workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

The physical demands 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.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.