



<b>WORKING TITLE:</b> ACCOUNTING CLERK II	<b>CLASSIFICATION:</b> ACCOUNTING CLERK II
<b>DEPARTMENT:</b> HEALTH AND HUMAN SERVICES	<b>DIVISION:</b> VARIES
<b>PAY RANGE:</b> OPEU 10	<b>FLSA CATEGORY:</b> NON-EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 8810
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> SEPTEMBER 2015

### **JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Performs accounting duties of a moderate nature by maintaining records of department revenues and expenditures as well as payroll records. 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 the direct supervision of the HHS Business Manager.

***SUPERVISION EXERCISED:***

Although routine supervision of other employees is not a responsibility of this class, an Accounting Clerk II may assist in training and orientation of new staff and may provide basic supervision of Accounting Clerk I positions.

**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.
- Enters data accurately into excel spreadsheets, reconciles spreadsheet data with County fiscal programs.
- Prepares and processes insurance billings.
- Posts insurance Explanation of Benefits (EOB), calls insurance companies to reconcile unpaid claims.
- Works in several software programs (MMIS, CIM, Docuware, HHS EMR system, eXPRS).
- Performs related work as required.

### **JOB SPECIFICATION**

**KNOWLEDGE OF:**

- 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.
- Using Excel on a basic level.
- Basic mathematics.

**ABILITY TO:**

- Demonstrate successful work experience showing high degree of accuracy and be highly detail oriented.
- Learn principles and practices of grant accounting and bookkeeping.
- Operate computer applications related to accounting functions.
- Work harmoniously with peers and professionals in various disciplines.
- Establish and maintain effective working and problem-solving relationships with supervisors, other employees, and the public.
- Maintain confidentiality
- Attend work as scheduled and/or required

**MINIMUM EXPERIENCE AND TRAINING:**

Two years of bookkeeping 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. Frequent interruptions may be encountered 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.

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*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.*