

Job Title: Accounting Clerk

Department: Treasurer’s Office

Immediate Supervisor: Treasurer

BRIEF DESCRIPTION OF THE JOB: Performs general office duties. Signs and mails County checks and remains available to relieve outer office personnel in the event of an absence.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage of Time Physical Strength Code

1) Handles outgoing County checks by sorting clearing account checks for payment, signing checks, preparing checks for mailing, transporting checks to the mail room, stamping correspondences pertaining to checks and informing other departments when checks are ready.	60%	S
2) Performs other duties by assisting new employees with new-hire paperwork and writing escrow checks.	15%	S
3) Performs clerical duties by taking payments and issuing receipts, recording various licenses and certificates, running receipt reports and balancing the cash drawer.	10%	S
4) Prepares various reports by inputting data into computer, verifying accuracy of information and running reports.	10%	S
5) Performs general office duties by answering the telephone, typing, filing, distributing mail and correspondence, contacting repair persons for the maintenance of office equipment and computers, maintaining inventory of supplies and maintaining petty cash account.	5%	S

Physical Strength Column: S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy

PHYSICAL DEMANDS

Overall Physical Strength Demands:

Sedentary Light Medium Heavy Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	F	Signing checks
Sitting	F	Desk work
Walking	O	To other offices and departments
Lifting	O	Mail, files
Carrying	O	Mail
Pulling	R	Dolly
Pushing	R	Dolly
Using Fine Dexterity	O	Computer keyboard, calculator
Reaching	R	For supplies
Kneeling	N	
Crawling	N	
Twisting	O	From printer to typewriter
Climbing	R	Step stool
Balancing	R	On step stool
Seeing	C	Reading, computer screen, driving
Hearing	C	Communicating with customers and on telephone
Talking	F	Communicating with customers and on telephone`
Using Foot Controls	O	Driving

Machines, Tools, Equipment and Work Aids:

Computer and related software, adding machine, telephone, copier, check-signing machine, typewriter

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS					
Dirt and Dust	N	Extreme Temperatures	N	Noise and Vibration	N
Fumes and Odors	N	Wetness/Humidity	N	Darkness or Poor Lighting	N

HEALTH AND SAFETY					
Mechanical Hazards	N	Chemical Hazards	N	Electrical Hazards	N
Fire Hazards	N	Explosives	N	Communicable Diseases	N
Physical Danger or Abuse	N	Other (specify)			

PRIMARY WORK LOCATION			
Office Environment	X	Warehouse	Shop
Vehicle		Outdoors	Other:

Protective Equipment Required:

N/A

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	R	Emergency Situations	N
Frequent Change of Tasks	F	Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	F	Working Closely with Others As Part of a Team	O
Tedious or Exacting Work	F	Noisy/Distracting Environment	N

JOB REQUIREMENTS

Formal Education:

Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.

Experience:

Over one year up to and including two years experience is required.

Certifications and Other Requirements:

Valid Texas Class C Driver's License

Supervisory:

N/A

Contacts

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Signatures - Review and Comment

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

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.