

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: AUGUST 9, 2013
CLOSING DATE: AUGUST 28, 2013

DEPARTMENT: Sheriff's Office

POSITION: Accounting Clerk Specialist

LOCATION: Globe

JOB CODE: 13-087

PLEASE USE THE CIVILIAN/VOLUNTEER APPLICATION

ANNUAL SALARY: \$27,664.00-\$41,080.00 DOE

NATURE OF WORK

Performs complex clerical accounting duties involved with maintaining specialized and complex fiscal records; establishes, maintains and reviews accounting records, claims, accounts payable and/or receivable, bids/award documents and records; may assist in the preparation, analysis, and review of budgets and other related financial transactions; May serve as lead to other staff.

DUTIES AND RESPONSIBILITIES:

- Processes complex accounting and financial documents and transactions in compliance with all applicable rules, regulations and procedures requiring knowledge of multiple departmental processes and procedures.
- Reviews source documents for validity and accuracy of information, and for compliance to rules and regulations; determines proper handling of accounting and technical transactions within designated limits; processes, codes, reconciles and posts invoices for assigned area; coordinates related documentation and inputs data into computer system; maintains accounting records and associated filing systems; enters data into computer systems; verifies coding, processes transactions, updates accounts, compiles and distributes documentation, and generates reports.
- Reconciles transactions and accounting activities according to policies; records changes, reconciles and resolves differences; reviews accounting and transaction records, and corrects errors as required; reconciles cash receipts and balances; may prepares bank deposits and reconciles bank statements.
- Provides information to the public or to County staff that requires the use of judgment and the explanation of processes, rules or procedures; provides support activities to customers, employees and County staff providing fiscal information, explaining procedures, answering questions and conducting general research; provide technical information and instruction regarding applicable procedures and methods to other County staff; resolves complaints in an efficient and timely manner.
- May prepare Bids, Informal-Bids, Contracts, and SOQ's/RFQ's for the County; follows through with the County Attorney and prepares agenda for Department presentation to the Board of Supervisors; provides assistance to County departments regarding drafting of invitations to bid and formal/informal requests for quotations; prepares advertisements in the newspaper and on the web site; reviews bids with departments and assist in selecting bid according to Arizona Revised Statutes and Policy; prepares documents for County Attorney and present to Board of Supervisors again for Award of Bid; sends out "Notice to Proceed" and "Notice of Non-Award" letters to bidders; prepares and follows through on all steps involved in amendments and/or changes to existing contracts.
- Maintains Vehicle Auction/Surplus web site for the County; enters all County vehicles and description information onto the Auction/Surplus web site for bidding; tracks all bidding and answer all questions on vehicles; meets with bidders to show vehicle, as requested; receipts money from sale of vehicle, deposits funds into the correct accounts and completes paperwork necessary for title transfer.
- Posts debits and credits to journals; balances accounts; reconciles and balances accounts; makes journal entries and treasurer receipts; process warrants.
- Processes credit card/procurement card statements, travel demands, warrants, Use Tax, 1099's, restitution checks and other documentation for area of assignment.
- Gathers information and prepares reports for area of assignment as required; conducts research on invoices, weekly reports, error and duplications.
- May copy Design Plans and Specifications books necessary for construction bids; determine cost of plans and specifications and receive money from bidders for the design plans and deposit into correct account.

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- Provides assistance with month-end balancing; may compare weekly and monthly Finance Reports to database, compares data to verify all accounts balance and all Treasurer's Receipt amounts are correct.
- Researches and compiles data in preparation for audits; provides information and/or assistance to auditors as required.
- Monitor and balance various accounts, verifying availability of funds and classification of expenditures; review and reconcile reports and budgets with related financial data; audit and verify information, including source data and department data; assist with budget preparation.
- May process purchase orders; sort, audit, match and distribute invoices and monthly statements from vendors and service providers; compare invoice to purchase order; verify extensions, quantity received and freight charges; process for proper approvals and payment; confer with vendors as necessary.
- May enter new employees personal and payroll information into the Finance System database and assign payroll/employee numbers to each; processes employee time sheets; documents and maintains employee annual/sick leave and compensatory time accruals; reviews payroll information for accuracy.
- May provide lead direction of assigned staff by organizing and assigning work, setting priorities, and following up to ensure coordination, completion of work and compliance of work with standards and regulations; provides on-the-job training to new employees and instructs staff on proper work procedures.
- May perform a variety of other administrative and general office functions including processing purging files, filing, and coordinating office supplies.

WORKING ENVIRONMENT:

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines

DISTINGUISHING CHARACTERISTICS:

This is the advanced level in the Accounting Clerk series. Positions in this class require a definable body of knowledge and skills and/or specific program responsibility which are normally gained with experience and training. While responsibilities may vary depending upon the department to which assigned, all positions include the performance of a wide variety of technical or specialized accounting and/or financial office support work requiring the regular use of independent judgment and initiative. Lead responsibility for others may also be a regular part of the job, in which case they lead by organizing and assigning work, setting priorities, and following up to ensure completion of work and compliance of work with standards and regulations, provides on-the-job training to new employees and instructs staff on proper work procedures. This class is distinguished from the Senior Accounting Clerk class by greater technical knowledge which normally requires some education/training above a high school level in order to assist in order to serve as technical resource on policies, procedures and work processes to the organization.

EMPLOYMENT STANDARDS:

Associate's Degree in Accounting and three (3) years accounting clerk experience; or equivalent combination of education, training and experience; Computer skills in working with word processing, spreadsheet and email software. A Valid Arizona Driver's License.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Fundamental principles and techniques used in bookkeeping and accounting; applicable state and Federal statutes, rules, codes and regulations; automated accounting systems; accounting documentation and reporting; principles of record keeping and records management; general office practices and procedures; customer service standards and protocol; County policies and procedures.

Ability to: Update accounting information records; perform accurate data entry and mathematical calculations; read, interpret and apply policies, procedures and instructions: ensure compliance with accounting regulations, standards and policies; maintain accounting documentation and records; maintain confidentiality of sensitive information and data; establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Skills in: Maintaining accurate and interrelated accounting records, and identifying and reconciling errors; effective verbal and written communication; establishing and maintaining effective working relations with co-workers; multi-tasking a variety of projects and manage priorities and tasks to meet schedules and timelines.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.