

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: AUGUST 28, 2013
REVISED: SEPTEMBER 27, 2013
CLOSING DATE: OCTOBER 11, 2013

DEPARTMENT: School Superintendent

POSITION: Accounting Clerk

LOCATION: Globe

JOB CODE: 13-096

ANNUAL SALARY: \$21,611.20-\$32,094.40 DOE

NATURE OF WORK

Provides a variety of routine to difficult fiscal processing, revenue, treasury, tax collection, payroll and other accounting office support to the County in a centralized or departmental setting; may provide assistance to the public; may also perform general office support duties, including typing, word processing, data entry, scheduling and filing.

DUTIES AND RESPONSIBILITIES:

- Matches bills, invoices, credit card statements, warrant requests and other requests for payment with purchase order, expense vouchers or contract documents; ensures proper authorization and compliance with County policies and procedures; codes information for proper charging to budget units or cost centers; obtains approvals and processes for payment.
- Processes payroll/timesheets and transmits/releases payroll for assigned areas; maintains employee timesheets, annual/sick leave and compensatory time accruals; provides assistance with payroll authorizations and documentation.
- Coordinates departmental billing; reconciles invoices and monitors for accuracy.
- Inputs information to a computer system or manually prepares forms to produce payments; reconciles and prepares payment requests for non-purchase order expenditures such as utility and contract payments; processes County warrants for distribution.
- Prepares and submits reports for area of assignment; ensures compliance with reporting requirements.
- Balances money received from various County departments or within the department; prepares bank deposits and reviews and reconciles bank statements; maintains departmental petty cash funds; reconciles departmental and County-wide accounts and funds on a periodic basis; implements corrections after approval.
- Issues manual warrants and voids warrants as required; transmit and release ACH for other agencies;
- Maintains a variety of specified departmental financial and budgetary records; may research and assist with departmental payroll, purchasing and related activities; maintains departmental files, records and documentation.
- Performs general office duties including ordering and maintaining departmental supplies, preparing correspondence; compiles, verifies and maintains asset inventory on database.
- Answers incoming telephone calls; provides customer service in person or via telephone; responds to general inquiries.
- Monitors activity and maintenance on procurement cards, prepares and processes all procurement card statements and reports; investigates and resolves disputes between card holders and card companies.
- Prepares departmental billings for services and/or facilities; balances receipts and submits for deposit; follows-up on returned checks, attempts to effect collection and makes appropriate entries to files and/or ledgers.
- Posts information to ledgers, journals and reports; totals and balances figures, proofs data and makes corrections as required.
- Performs month-end process, reconciles all month's transactions with month-end reports.

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.

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DISTINGUISHING CHARACTERISTICS:

Accounting Clerk: Is the entry-level class of this Accounting Clerk job family. Initially under close supervision, incumbents learn accounting office and County procedures. As experience is gained, there is greater independence of action within established guidelines. Incumbents can advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher-level class.

EMPLOYMENT STANDARDS:

Accounting Clerk: High School Diploma or G.E.D and one year experience examining or reviewing accounting, bookkeeping, financial or statistical records; or equivalent combination of education, training and experience. A valid Arizona Driver's License may be required for some positions; may require Notary Public License depending on area of assignment.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Financial record keeping and bookkeeping practices and techniques; practices of reviewing financial documents for completeness and accuracy; standard office practices and procedures, including filing and the operation of standard office equipment; data entry and verification procedures; general office practices and procedures; customer service standards and protocol.

Ability to: Understand and analyze accounting information and records; accurately perform a variety of clerical accounting functions; ensure compliance with accounting regulations, standards and policies; maintain accounting documentation and records; communicate effectively and follow oral/written instructions.

Skills in: Providing clerical accounting support in a government environment; performing a variety of accounting functions; reviewing, posting, balancing and reconciling complex financial records; maintaining accurate financial records and preparing accurate and timely reports; operating standard office equipment; meeting critical deadlines; dealing effectively with the public, in person and over the telephone, occasionally in situations where contacts may be strained.

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.