GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: DECEMBER 1, 2014
REVISED: FEBRUARY 9, 2015
OPEN UNTIL FILLED

DEPARTMENT: **Sheriff's Office** **POSITION:** **Temporary Accounting Clerk Specialist**

LOCATION: **Globe** **JOB CODE:** **14-089**

PLEASE USE THE CIVILIAN/VOLUNTEER APPLICATION

6 MONTHS TO 1 YEAR DURATION **ANNUAL SALARY:** **$26,495.00-$28,483.00 DOE**

PURPOSE OF THE JOB

The purpose of this position is to facilitate the accounting operations of the Sheriff's Office and to ensure compliance with all State and Federal Laws and County and Internal policies and procedures.
This position administers payroll, schedules examinations, maintains files, compiles report data, and assists with grant, budget, and hiring administration.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Processes and reviews payroll weekly; creates payroll authorizations; tracks employee work status and salary; reviews and monitors employee accural balances; and monitors employee leave requests.	30%
• Monitors employee leave; tracks FMLA paperwork and Industrial claims to ensure proper paperwork has been filed; maintains employee medical files.	10%
• Reviews, investigates, and corrects errors in financial transactions, payroll, and reports to ensure accuracy of all financial entries and reports.	20%
• Assists with coordinating activities of grant funded projects and programs to assure the technical requirements are met and assists in the preparation of the financial budgets of the Sheriff's Office.	15%
• Compiles and analyzes data for use in preparation of agency reports, contracts, and operational and supplemental budgets.	15%
• Assists with the hiring process; maintains personnel and AZPOST files; schedules polygraphs and medical examinations.	10%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position provides research support on Departmental level budget.

PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures and responds to public inquiries.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, formal letters, emails and reports.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Sometimes (More than 10% but less than 25% in a year)

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MINIMUM EDUCATION REQUIRED

High School Diploma or GED with training in Bookkeeping/Accounting.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Three (3) years directly related experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED

None

KNOWLEDGE REQUIRED

Accounting, payroll, accounts payable/receivable, record keeping, Sheriff's Office policy and procedures, specialized computer hardware and software applications.

SKILLS REQUIRED

Analytical thinking, critical thinking, analytical writing, problem recognition, problem solving, time management, multi-tasking, typing and data entry.

ABILITIES REQUIRED

Express self through written words, solve problems using deductive reasoning, multi-task, read and write at professional level.

PHYSICAL DEMANDS

- Occasionally stands to attend to customers.
- Occasionally sits to operate special equipment and to comlete a program.
- May be required to lift work related materials, equipment, tools, and/or gears up to 10 lbs.
- Constantly requires dexterity for keyboard operation, rarely requires dexterity for special machines.
- Contantly bend, stoop, and twist to reach and grab work related material.

WORK ENVIRONMENT

This position constantly spends time in office environment; occasionally spends time in lobby environment.

SAFETY RISK EXPOSURE

Incumbents in this position may become exposed to telephone verbal abuse by customers, patients, or citizens, may become exposed to individuals with high level of emotional distress.

PROTECTIVE GEAR & SAFETY MANUALS

This position is required to constantly follow written safety procedures and manuals relevant to the division or department.

CONSEQUENCES OF ERROR

Potential errors can cause inconveniences to other employees, and/or delays in related work areas. Delays of services are possible.

SECURITY REQUIREMENTS

Incumbents in this position are required to be U.S Citizens with zero felony convictions, and required to have an Arizona driver's license. Prior to being hired, all incumbents in this position are subject to a background check, as well as written and oral examinations.

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.