

Champaign County Job Description

Job Title: Account Clerk

Department: County Clerk

Reports To: Chief Deputy

FLSA Status: Non-exempt

Employment Status: Bargaining Unit - AFSCME General Unit

Prepared Date: April, 2004

SUMMARY Performs responsible accounting and routine administrative functions for the County Clerk's Office as well as duties involved in processing and maintaining vital records, voter registration and election information.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responsible for the maintenance of internal departmental accounting system on the computer and backup paper copy.

Maintains general and subsidiary ledgers and journals; posts debits and credits; records receipts and balances to County's accounting system; examines and records financial transactions and charges to proper departmental account.

Transfers funds from various bank accounts as necessary; co-ordinates the bank statement reconciliation, issues stop payments on checks, reissues check and clarifies NSF checks; examines the daily cash drawer, balance sheets, and bank deposit slips; manages and transfers the interest bearing funds.

Disburses funds by preparing and issuing checks for authorized signatures.

Compiles data for preparation of periodic and annual financial reports for both departmental and State required use; prepares monthly reports for the County Board.

Prepares departmental payroll on a bi-weekly basis which requires confidentiality and may, at times, include a large number of temporary employees; requires the calculation and payment for mileage to both full-time and temporary employees.

Prepares trial balances and balance sheets; closes accounts at the end of the fiscal year and prepares opening balances and accounts at the beginning of the new fiscal year.

Investigates prices and gathers bids for office equipment and supplies; prepares requisitions and general vouchers for County's accounting system.

Assists with the preparation of the departmental budgets.

Performs any of the duties and responsibilities of the Deputy County Clerk position; also provides guidance and assistance to Deputy County Clerks and help in training new staff.

SUPERVISORY RESPONSIBILITIES May provide supervisory assistance on specific assignments. This job has limited supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED) with accounting course work and two years of responsible office experience; or equivalent combination of education and experience. Should have knowledge of the principles of bookkeeping and accounting procedures. Need skills to make and verify computations with accuracy, to compile statistical data and prepare routine reports and to work under time constraints. Good knowledge of the English language, spelling and mathematics, of modern office practices and procedures, of office equipment, of AS/400 computer entry and of computer programs such as Microsoft Access, Excel, WordPerfect and Exchange. Should have knowledge of the County community and its organizational structure. Should have knowledge of the Election Code, Tax Laws and Vital Statistics rules and procedures. Must be capable of working under time constraints and deadlines.

LANGUAGE SKILLS Ability to read and interpret documents such as spread and balance sheets, invoices, correspondence. Ability to write routine reports and correspondence. Ability to speak before the general public and employees of the organization.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to apply concepts of basic algebra and geometry.

CERTIFICATES, LICENSES, REGISTRATIONS Registered voter and willing to take the oath as Deputy County Clerk.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to walk; sit; reach with hands and arms; and talk; or hear. The employee is occasionally required to stand; stoop, kneel; crouch; and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this

job. Usually, normal office working conditions. The noise level in the work environment is quiet to moderate.

NOTE: This document contains wording of a description of a general class of positions with the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position with this job class. "Essential functions" are to be determined at the position or job level within each department.