



## Accounting Clerk III

**Class code:** 171

**Employee Group:** SEIU

**Salary Range:** 15

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### I. Position Summary

Under direction, to perform accounting, auditing and customer service functions requiring interpretation and implementation of county policy utilizing a thorough knowledge of county functions and automated systems and to perform related work as required.

### II. Distinguishing Features

This is the advanced journey level position in the accounting clerk series. Positions at this level are distinguished from lower level classifications in this series in that incumbents are required to possess highly specialized knowledge, abilities and experience. Employees perform a full range of responsible and complex accounting support duties. Individuals in this position at this level are expected to work independently and exercise sound judgment and initiative. Only occasional instruction or assistance is needed as new or unusual situations arise. Must be fully aware of the operating procedures and policies. May provide training and functional direction and guidance to lower level staff.

### III. Examples of Essential Position Duties

- Perform automated financial functions for a major countywide financial operation, contract and/or grant projects; assemble complex financial data and prepares reports, statements and summaries; process work orders and service requests.
- Maintain and process all financial records related to assigned function; reviews, reconciles and post financial records; process adjusting journal entries; prepares and maintains accounts receivable and accounts payable records; performs account reconciliation; collect, handle or balance large sums of money in accordance with county policy.
- Receive, edit, adjust and process payroll information; generate and distribute payroll warrants; prepare reports, magnetic tapes and payment documents required for payroll taxes, benefits and payroll deductions.
- Prepare bank deposits; prepare appropriate journal entries and other information to interface with the general countywide automated financial system.
- Assist public, employees, other departments and outside agencies in person and by telephone; train other employees on proper accounting and cash handling procedures.
- Work as a team member or independently to research, compile and summarize information for reports, special assignments and projects; may be asked to prepare recommendations.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Overtime may be required.
- Performs other related duties as assigned.

#### **IV. Knowledge, Skills and Abilities**

Requires a knowledge of accounting and financial principles and practices; payroll and withholding tax laws and regulations; auditing techniques; cash handling and control procedures; computerized financial systems; may require specialized knowledge of Medicare and state medical insurance regulations and procedures as well as medical terminology and codes. Ability to prepare data processing reports; establish and maintain cooperative working relationships with those contacted in the course of work.

#### **V. Minimum Requirements** (*Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions*)

##### **Education and Experience**

- A combination of education and experience equivalent to the completion of the twelfth grade supplemented by accounting, bookkeeping or financial courses. Four years of progressively responsible accounting experience, preferably with an automated financial system. Customer service experience also preferred; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

##### **Licenses, Certificates and Other**

Valid Driver's License and an acceptable driving record may be required.

##### **Physical Demands** (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Work is generally performed in an office environment and may include exposure to disruptive people.

##### **Working Environments**

Ability to work in a standard office environment; requires the ability to exert a small amount of physical effort in sedentary to light work; may require some moderate lifting, bending, reaching, kneeling and some climbing; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as typing, filing, data entry, and/or use of calculators, ten-key adding machine, or other office equipment or supplies. Driving may be required.

#### **VI. Additional Information**

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

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