TITLE:	**Accounting Clerk**	**JOB CODE:**	1014
PREPARED:	6/3003	**FLSA:**	Non-Exempt
UPDATED:		**REVISION #:**	

Summary: Under general supervision, processes all accounts payable and payroll for the County.

Distinguishing Characteristics: None.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Reviews all invoices submitted by various County departments for authorized signature, accuracy and completeness; establishes new vendor accounts; inputs all invoices; prints checks and attaches auditor's copy of the check to the original invoice; presents checks to the Clerk/Treasurer's Office for review and signature.
- Sends W-9 forms to qualifying new vendors and prepares 1099 statements at year end; follows up with problem vendors to ensure that payments have been correctly applied; researches payments as required.
- Creates and makes changes to employee payroll records; reviews timesheets for accuracy and completeness; inputs and checks payroll information; prints paychecks and payroll registers; distributes checks and reports to all County Departments; sends direct deposit, positive pay and tax instructions for payroll to the bank.
- Transfers and posts data from the payroll system to the Public Budget Accounting System (PBA) to balance the Treasurer's accounting system with the PBA; transfers the Treasurer's receipts and posts to the PBA system.
- Runs and distributes monthly budget expenditure reports for all County departments; runs other reports as required.
- Prepares journal entries to correct coding errors.
- Files all accounts payable invoices after payment; moves current files to archives at year end and creates new files.
- Performs special projects as assigned.
- Performs related work as required.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of the principles and practices of basic accounting and bookkeeping.
- Knowledge of modern office practices and procedures and office equipment usage.

- Knowledge of the principles and practices of public accounting.
- Knowledge of County policies, procedures, rules and regulations.
- Skill in performing detailed record keeping.
- Skill in working with numerical data and performing mathematical calculations and computations.
- Skill in operating a personal computer and software applications.
- Skill in establishing and maintaining effective working relationships with superiors and the general public.
- Skill in oral and written communications.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

Education, Experience, Certifications and Licenses:

- High School diploma or equivalent GED certificate.
- Two years of experience in accounting or bookkeeping.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting objects up to 50 pounds.

Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office equipment, calculator and automated check signing machine.