

MARSHALL COUNTY, ALABAMA

Job Description

ACCOUNT CLERK I, COMMISSION OFFICE

Department: Commission Office

Job Code: 142

Pay Grade: 105

FLSA Status: Non-Exempt

Reports To: County Administrator

JOB SUMMARY

The Account Clerk I, Commission Office performs a variety of clerical and accounting duties for the Commission Office such as administering disbursements, handling invoice inquiries and monthly receivables, and filing and sorting various records.

ESSENTIAL JOB FUNCTIONS

- Manages accounts including fund accounts, vendor accounts, grant project accounts, etc. following established policy and procedure in order to ensure that accounts are properly charged, funded, and balanced.
- Performs accounts payable tasks, to include preparing payment requests or checks in a timely manner.
- Performs accounts receivable tasks, such as preparing invoices and receiving various forms of payment following applicable ordinances.
- Verifies invoices and matches invoices with purchase orders.
- Collects invoices and submits payments for credit cards.
- Enters disbursements into system.
- Verifies and codes utility bills.
- Collects vendor information form and W9, creates vendor in accounting system, and purges vendors as necessary.
- Performs general clerical duties such as copying documents, completing forms, and processing mail.
- Compiles data for a variety of reports, following established policy and procedure.
- Provides historical data and information.
- Provides backup as needed for other Commission office staff with miscellaneous duties such as filing, file room organization, commission meeting attendance, answering phone, dropping off and collecting mail, etc.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

High School diploma or equivalent and two (2) years of accounting experience using computerized accounting systems, or an equivalent combination of education and experience. Accounts payable and accounts receivable experience desired. Experience involving work with the public, accounts, or money preferred.

Licenses or Certifications:

- None

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of modern office practices, procedures, and equipment, including computers, computer software, fax machine, copiers, telephone systems, pagers, etc.
- Knowledge of business English, spelling, arithmetic, and vocabulary.
- Knowledge of departmental policies and procedures.
- Knowledge of the principles and practices of bookkeeping and accounting.
- Knowledge of departmental accounting systems and procedures.
- Ability to read and comprehend departmental rules, regulations, procedures, and instructions.
- Ability to understand verbal instructions and directions.
- Ability to deal with people in a courteous and efficient manner.
- Ability to operate basic office equipment, including computers, fax machine, copiers, etc.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to interact with the public and provide information in a polite and efficient manner both in person and on the telephone.

PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly. Additionally, the following additional physical abilities are required: sufficient manual dexterity to handle paperwork, operate a personal computer, telephone, copier, and other related office equipment. Speaking at a level to convey information, hearing at normal speaking levels, mental acuity, repetitive motion, kneeling, lifting, reaching, standing, stooping, and walking. Visual acuity at a level to view computer terminal, analyze data, read extensively, and at a level to determine accuracy and thoroughness of work assigned.

WORKING CONDITIONS

Work is performed in a relatively safe, secure, and stable office environment.

Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Employee Signature

Date

Supervisor (or Personnel) Signature

Date

Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.