

MARSHALL COUNTY, ALABAMA

Job Description

ACCOUNT CLERK II

Department: Commission Office

Job Code: 148

Pay Grade: 106

FLSA Status: Non-Exempt

Reports To: County Administrator

JOB SUMMARY

The Account Clerk II performs a variety of clerical, accounting, and payroll duties for the Commission Office such as maintaining payroll records of the County using a computerized payroll system, coordinating purchase activity for assigned accounts, and maintaining a variety of records and preparing reports.

ESSENTIAL JOB FUNCTIONS

- Coordinates payroll processing with the Personnel department, information systems, and others to ensure timely, accurate payroll processing.
- Reviews time records and resolves discrepancies.
- Enters data into computerized payroll system and verifies accuracy.
- Enrolls new hires, adds benefits, and processes terminations and payouts, as needed.
- Processes deductions for benefits and court ordered withholdings and disbursement of same to appropriate agencies.
- Maintains employee records for benefits and withholdings.
- Uploads enrollment files and contributions files after each payroll.
- Prepares related payroll reports.
- Coordinates employee benefits and information, assisting employees and retirees with questions concerning various benefit options and with paperwork and maintaining contact information for retirees.
- Updates and maintains employee and retiree files.
- Pays taxes online.
- Coordinates purchasing activity for assigned accounts.
- Verifies departmental requisitions and issues purchase orders.
- Maintains bid information.
- Orders and keeps records of County credit cards.
- Posts, audits, classifies, adjusts, and reconciles financial records, such as accounts payable, accounts receivable, special accounts, and inventory.
- Oversees daily deposits.
- Maintains a variety of records pertaining to payroll, purchasing, legal issues, etc.
- Oversees commercial insurance for the County, car tags, and titles and maintains bonds/notaries for elected officials and employees.
- Performs miscellaneous duties, such as ordering office supplies, recording minutes of meetings, and maintaining correspondence and list of board appointments.
- 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:

Associate's degree in accounting, business administration, or a related field 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 required. 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.
- Knowledge of the principles and practices of bookkeeping and accounting.
- Knowledge of departmental accounting systems and procedures.
- Knowledge of the principles of communication.
- Knowledge of business English.
- Ability to make arithmetic computations and tabulations rapidly and accurately.
- Ability to prepare trial balances and analyze and audit payroll and leave data.
- Ability to apply bookkeeping principles to the maintenance of complex fiscal and accounting records.
- Ability to establish and maintain effective working relationships with other employees and officials.

PHYSICAL DEMANDS

The work is sedentary and 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, reaching, standing, stooping, kneeling, lifting, 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.