

ANDROSCOGGIN COUNTY GOVERNMENT

JOB DESCRIPTION

TITLE: TREASURER'S OFFICE ACCOUNTS CLERK PAY GRADE: 5, \$15.39 hr.

Non-exempt, 37.5 Hours

Recommended Minimum Qualifications:

Education, Training and Experience:

High School diploma: Associate's Degree in Accounting preferred and three years clerical experience in maintaining a variety of fiscal records, or any equivalent combination of education, training, and experience.

Knowledge, Ability and Skill:

Knowledge: Understanding of principles of bookkeeping and accounting.

Ability: Ability to do multiple tasks at the same time. Strong ability to prioritize. Ability to handle details with precision and accuracy. Ability to handle the more difficult customer service requests. Compassionate and sensitive with people. Ability to work with and handle confidential information following department procedures.

Skill: Organizational skills. Proficiency of computer operations to include report generation, internet and email; word processing, database, and spreadsheet applications.

Physical Requirements:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to work at a desk; regularly convey information to employees and the public; regularly move about inside the office to access file cabinets and office machinery. The employee must occasionally lift and/or move objects weighing up to 15 pounds, such as supplies, folders, and books. Ability to operate a keyboard and calculator at efficient speed and to sit and view computer screens for extended periods of time.

Position Purpose:

The Accounts Clerk is responsible for performing accounting and bookkeeping for all County departments, operating the computerized accounting system and preparing reports, paying bills, and receiving revenues. The Accounts Clerk will also assist payroll as needed.

Supervision:

Supervision Scope: Performs varied and responsible functions requiring comprehensive knowledge of department/division operations and the exercise of judgment in responding to inquiries, in dealing with employees, and in performing the functions of the office in accordance with established departmental policies and standards.

Supervision Received: Works under the supervision of the Treasurer.

Supervision Given: May be required to oversee the work of temporary help or other assistants in training.

Job Environment:

Work is performed under typical county office conditions.

Operates computer, telephone and other standard office equipment.

Makes frequent contacts with county officials. Has access to a wide variety of department-level and/or county-wide confidential information requiring the application of appropriate judgment, discretion and professional office protocols.

Errors could result in delay, confusion and cause adverse public relations for the county, and have legal repercussions.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Assists in the management of financial matters of the County
- Performs all accounting and bookkeeping procedures
- Responsible for the operation of computerized accounting system
- Processes all accounts receivable and expenses
- Receipt of daily revenues from the Registry of Deeds, Probate, Civil Process, Sheriff's Department, etc.
- Reconciles daily civil process payments and billing service charges
- Receipt of revenues for all cash civil process and all Alternative Sentencing participants on an individual basis
- Prepare civil process payroll for all civil process servers
- Compile data and prepare monthly expenditure and revenue reports
- Reconcile bank statements
- Process the payment of County invoices, including grants
- Responsible for deposits, withdrawals, and investment of savings accounts, reserve, and special accounts, checking accounts, including grants
- Compile data and process reimbursement for federal grants
- Compile data and process 1099's within IRS Rules and Regulations
- Provide reports and compile data for various matters at the request of the Treasurer
- Compile data and prepare monthly expenditure and revenue reports

- Compile data of various topics for any department head at their request; e.g., employee benefit package, expenses and revenue.
- Reconcile monthly health and dental billing
- Responsible for the maintenance of all office equipment
- Responsible for the implementation of new procedures that keep the operations of the office in line with IRS Rules and Regulations
- Compile data and prepare Uniform Accounting Reports for the Department of Corrections, OUI Emphasis Grant, Victim/Witness Advocate Grant
- Work in conjunction with accountants who are performing the annual financial audit
- Prepare inventory
- Compile data and prepare annual report
- To enter all vendors into computer system
- Assists Senior Accounts Clerk in processing W-2's and other other assistance needed.
- All other duties as assigned.

NORMAL WORK WEEK: 37.5 Hours

Approved By: _____ Dated: _____