

## Champaign County Job Description

**Job Title:** Account Clerk

**Department:** Treasurer

**Reports To:** Treasurer or Chief Deputy

**FLSA Status:** Non-exempt

**Employment Status:** Bargaining Unit - AFSCME General Unit

**Prepared Date:** January 2016

**SUMMARY** Performs responsible accounting and clerical duties and routine administrative functions for an Elected Office holder, the head of a department or a high level administrator.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Accurate data entry into the computer.

Customer service at the front counter and on the phone.

Balances cash drawer and prepares daily bank deposits.

Balances and reconciles bank statements.

Maintains statistical records and prepares periodic reports.

Bookkeeping responsibilities.

Processes tax payments.

Distributes funds to the taxing districts.

Maintains general and subsidiary ledgers and journals; posts debits and credits; records daily receipts and balances with the computer reports; examines and records financial transactions.

**SUPERVISORY RESPONSIBILITIES** This position has no supervisory responsibilities.

**QUALIFICATIONS** to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

**EDUCATION and/or EXPERIENCE** High school diploma or general education degree (GED) with courses in bookkeeping with two years of responsible office experience or equivalent combination of education and experience. Should have knowledge of the basic principles of bookkeeping and routine accounting procedures. Need skills to make and verify computations with accuracy, to compile statistical data and prepare routine reports.

Skill in the operation of an online personal computer and terminal as well as computer spreadsheet software (i.e., Excel or 1-2-3 and Word).

**LANGUAGE SKILLS** Ability to read and interpret documents such as spreadsheets, invoices, and correspondence. Ability to write routine reports and correspondence. Ability to speak to the general public and employees of the organization.

**MATHEMATICAL SKILLS** Ability to calculate figures and amounts such as convenience fees, interest, proportions and percentages. Ability to apply concepts of basic math.

**REASONING ABILITY** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS** 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. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; and talk; or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The office conditions are usually normal. The noise level in the work environment is usually quiet.

**NOTE: This document contains wording of a description of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position with this job class. "Essential functions" are to be determined at the position or job level within each department.**