

**Victoria County
Job Description**

Job Title: Accounting Clerk II
Department: County Auditor
Reports To: County Auditor
FLSA Status: Non-Exempt
Prepared Date: 3/26/07

SUMMARY: To perform a variety of basic clerical accounting duties including preparing and entering various billings into a computer system; determining compliance with budgets and responding to customer complaints and inquiries.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare and input various billings into a computer system, determine compliance with budgets, and respond to complaints and inquiries.
- Send bills and notices to contracting counties for services rendered; maintain materials usage.
- Reconcile bank records against ledger accounts; research all inconsistencies and make appropriate corrections.
- Prepare financial and statistical reports as necessary.
- Perform a variety of general clerical duties including answering the phones, typing, maintaining files and records, processing mail and ordering supplies.
- Assist customers, departments, and employees by providing information, explaining procedures, and answering questions.
- Work on special projects as assigned.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Exercises no supervision.

QUALIFICATIONS:

Knowledge of:

- English usage, spelling, grammar, and punctuation.
- Pertinent federal, state, and local laws, regulations, and codes.
- Modern office procedures, methods, and computer equipment.
- Principles and procedures of fiscal record keeping.
- Basic arithmetic.

Ability to:

- Learn to accurately tabulate, record, and balance assigned transactions.
- Operate a typewriter, calculator, computer terminal, check signer, and other office equipment.
- Maintain a variety of records and files.
- Type at a speed necessary for successful job performance.
- Perform varied clerical work.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.

- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION and/or EXPERIENCE:

- High School Diploma or GED and two years of general clerical experience.

PHYSICAL DEMANDS:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- standing or sitting for extended periods of time
- lifting and carrying light to moderate materials
- operating assigned equipment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others

Maintain mental capacity which permits:

- making sound decisions
- answering questions
- handling and counting money
- effective interaction and communication with others

WORK ENVIRONMENT: A normal office environment where the noise level is quiet.