



Victoria County, TX

POSITION PROFILE

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|-------------------------------|---------------------|-------------------------------|-------------------|
| <u>Position Title:</u> | Accounting Clerk II | <u>Effective Date:</u> | May 2023 |
| <u>Department:</u> | County Auditor | <u>Salary:</u> | \$17.56 - \$20.64 |
| <u>Accountable to:</u> | County Auditor | <u>Status:</u> | Non-Exempt |

Primary Objectives

To perform a variety of basic clerical accounting duties including answering the phones, typing, maintaining files and records, data entry, processing mail. Other duties include preparing and entering various billings into a computer system; determining compliance with budgets and responding to customer complaints and inquiries.

Supervision Received

Work is performed under the limited supervision of Audit Manager.

Supervision Exercised

None.

PRIMARY 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.

MINIMUM QUALIFICATIONS

- High School Diploma or GED and two years of general clerical and accounting experience.
- English usage, spelling, grammar, and punctuation.
- Pertinent federal, state, and local laws, regulations, and codes.
- Principles and procedures of fiscal record keeping.

WORKING CONDITIONS

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit most of the time but may walk or stand for some periods of time.
- This is light work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to express ideas, and standard hearing requirements - hear information at normal spoken word levels.

| Physical Exertion (Pounds) | |
|----------------------------|-----------------|
| Up to 10 | Occasionally |
| Up to 25 | Seldom or never |
| Up to 50 | Seldom or never |
| Up to 100 | Seldom or never |
| 100 or more | Seldom or never |

| Environmental Exposures | |
|-----------------------------------|-----------------|
| Work near moving mechanical parts | Frequently |
| Work in high, precarious places | Seldom or never |
| Toxic or caustic chemicals | Seldom or never |
| Outdoor weather conditions | Seldom or never |
| Extreme Cold, non-weather | Seldom or never |
| Extreme Heat, non-weather | Seldom or never |
| Noise Level | Moderate |

The duties listed above 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.