

COUNTY OF LEELANAU
JOB DESCRIPTION

ACCOUNT CLERK

Supervised By: County Clerk and Chief Deputy County Clerk
FLSA: Non-Exempt

General Summary:

Under the supervision of the County Clerk and Chief Deputy, the Account Clerk performs a variety of financial functions that include, but is not limited to, grant preparation, billings, payroll, accounts payable, budget preparation, yearly audit preparation and participation, inventory, and depreciation

Essential Job Functions:

An employee in this position may be called upon to perform any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. An individual must be able to perform each essential function successfully.

1. Processes payroll, checking employee time sheets and codes, preparing for computer run, and distributing checks within established procedures, staying compliant with Governmental Accounting Standards and IRS regulations.
2. Operates a computer to compile data, run printouts and generate required reports and must have knowledge of multiple software applications to process and produce the information.
3. Prepares and/or reviews daily receipts, warrants and various journal entries to the appropriate ledger.
4. Compiles, calculates data, and maintains a variety of periodic financial reports, including multiple grants, cash balances, inventories, cash management projections, and escrow account reports.
5. Provides accounting assistance, both over-the-counter, by telephone and by email to individual County employees, department heads, Elected officials, vendors, and contractors.
6. Processes accounts payable billings for weekly and monthly distribution of checks and maintains related records verifying accuracy, proper coding, available funds, and compliance with county policy.
7. Assists with compiling, analyzing, and reconciling financial documents and other information for a variety of department activities, such as participating in year-end financial closing activities; resolves issues that may result from changes to established policies, procedures, or conditions.
8. Processes a variety of both routine and complex financial forms, documents, payments, adjustment requests, and information.

9. Monitors department budget activity, identifies and reports potential financial overruns and variances at an early stage and notifies supervisors.
10. Performs the duties of other personnel as workloads, absences, and emergencies dictate.
11. Performs other duties or projects as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. This is not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualification necessary to perform the essential functions of the position:

- Proficiency in English grammar, spelling, punctuation, simple mathematical functions, such as addition, subtraction, multiplication, division, percentages, ratios
- Knowledge of generally accepted accounting principles, terminology, procedures, theory, and practices
- Specialized knowledge related to the function of the position, with a keen eye for attention to detail and an ability to work effectively under stress, with priorities and deadlines constantly changing
- Skill in operation of modern office equipment, such as computers, facsimile, copiers, scanners and telephones
- Skill in use of computer software, including spreadsheet development and word processing
- Interpersonal skills necessary to work courteously and effectively with other employees and the public
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to comprehend, process, and apply both verbal and written skills appropriate to the job
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to detect errors and make corrections as directed and under established procedures

Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Education:

Possession of an Associate's Degree or High School diploma or G.E.D., supplemented by advanced college coursework in Accounting or related field.

Experience:

One year of directly related experience; three- to six-month orientation period.

The qualifications and experience listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job will be considered.