Cache County

Job Description

**Title:** Accounting Clerk I **Code:**

**Division:** Administration **Effective Date:**  08/08

**Department:** Finance **Last Revised:**  09/20

GENERAL PURPOSE

Performs a variety of routine accounting activities as needed to expedite the day-to-day maintenance and processing of accounting services and related processes.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Senior Financial Analyst.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Participate in the preparation of payroll, accounts payable, and accounts receivable as well as control and account verification of a centralized accounting system. Maintain various ledgers, registers, and journals according to established account classifications.

May audit invoices against purchase orders; research discrepancies; post to the proper account, keeping a running balance of encumbrances to the funds in each of the accounts.

Research and answer employee and department questions regarding employee salaries and benefits, the status of accounts and payments, the proper coding of transactions, and other matters.

May prepare and submit unclaimed property reports to State Unclaimed Property Division for outstanding checks.

May receive the daily deposit and prepare deposit detail; balances deposit amounts with receipts and records; makes bank deposit; generates various computer printouts identifying account information.

May assist to maintain county-wide capital asset program and tracking system; assures accuracy of asset tracking system;

May perform various functions to expedite scheduled audits; organizes various records and documents.

Performs clerical and secretarial functions in support of various office operations;

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school with course background in accounting, bookkeeping, or some other related field, plus two (2) years of specialized training provided through professional workshops, in-service or on-the-job programs;

AND

B. Two (2) years responsible work experience providing training in practical bookkeeping or accounting;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Working knowledge of bookkeeping and general accounting techniques most appropriate to computerized systems; personal computer operations and applications, including accounting software, MS Word, Excel, etc. Desire some knowledge of laws and regulations governing accounting responsibility and accounts payable and purchase order processing; acceptable purchasing procedures; general office management; interpersonal communication skills.

Skill in the operation of personal computer and data entry software; must have good keyboarding skills.

Ability to work quickly and accurately with numbers; on occasion perform advanced mathematical computations; operate various types of office equipment; work under time pressures in meeting deadlines; communicate effectively, verbally and in writing; develop and maintain effective working relationships with elected officials, professionals, the public, and fellow employees.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Talking, hearing, and seeing are necessary for the performance of essential functions. Common eye, hand, finger dexterity required in the performance of essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking, and guided problem-solving.