

WORKING TITLE: SENIOR ACCOUNTING CLERK	CLASSIFICATION: SENIOR ACCOUNTING CLERK
DEPARTMENT: ADMINISTRATION	DIVISION: FISCAL SERVICES
PAY RANGE: NBYCM 12	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: JUNE 2013

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs accounting work of a moderate to complex nature in maintaining cost records, account controls, and other fiscal records. This is an advanced journey level classification in the accounting series. Employees perform the more difficult, specialized, and responsible types of duties assigned. Employees at this level must be fully trained in all procedures related to the assigned area of responsibility. May exercise independent decision-making processes.

SUPERVISION RECEIVED:

Works under general supervision of assigned management staff who will review work for conformance to established policies and procedures.

SUPERVISION EXERCISED:

May direct and review work of lower classifications and assist in training or orientation of new staff.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Understands the Yamhill County budget thoroughly; including revenue, expenses, projects, and reporting requirements of respective departments.
- Demonstrates ability to design complicated spreadsheets; is able to independently learn new computer applications.
- Demonstrates thorough knowledge of Yamhill County accounts payable/receivable processes.
- Designs and maintains complex computerized database (examples include vendors, insurance, payroll, or table-driven systems).
- Reconciles, analyzes and prepares reports of a complex nature, i.e., payroll, budgets, general ledger, or writing SQL reports.
- Acts as primary liaison between Yamhill County and vendors, computer support contacts, county departments, and outside entities with regard to proper procedures or problem resolution of accounting issues.
- Trains and assists other departments in inter-related procedures and processes.
- Performs other duties as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- Practices, terminology, and principles of bookkeeping
- Accounting practices, municipal fund budgeting, clerical and office procedures.
- Spreadsheet programs and in-depth knowledge of fiscal system.
- Software applications in accounting or bookkeeping.

SKILL IN:

- Interpreting, analyzing, and reconciling data within the accounting system.
- Communication, both orally and in writing.

ABILITY TO:

- Maintain cooperative and effective working relationships with other employees, supervisors, and the public.
- Function in a team environment.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Must have four years' experience equivalent to an accounting clerk II. Course work in bookkeeping and accounting may be substituted for experience. Specialized training, college or business school training is preferable. High school diploma/GED. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may be substituted for the above.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public in office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully

perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.