

# MEDINA COUNTY COMMISSIONERS

Job Description  
Account Clerk 2  
Finance



## SUMMARY

The Account Clerk 2 works under the direct supervision of the Director of Finance. Prepares and processes the billing and maintenance of accounts including the settlement of delinquent accounts; Prepares analysis and breakdown of billing computations; Verifies, balances, or adjusts accounts; Posts, checks, assembles, tabulates, and compares statistical or financial data; Maintains records of postings and reconciles to financial reports; Prints and distributes bill pages; Tracks and maintains various account balances for accuracy; Processes expense reports, invoices vouchers & other related materials; Prepares requisitions for approvals against appropriate fund account; Verifies invoices with purchase orders and processes same for payment; Prepares and maintains computerized financial spreadsheets for ledgers and statistical records; Assembles financial and statistical data from a variety of sources; Prepares and/or assists in assembling financial and statistical reports; Contacts other governmental agencies, private agencies and/or county employees to obtain information for clarifying financial or statistical records and transactions.

## PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Prepares and processes the billing and maintenance of accounts including the settlement of delinquent accounts. Prepares analysis and breakdown of billing computations. Verifies, balances, or adjusts accounts; posts, checks, assembles, tabulates, and compares statistical or financial data. Makes arithmetical calculations. Classify and post expenditures, revenues, or authorizations to the appropriate budgetary or ledger accounts. Maintains records of postings and reconciles to financial reports. Interfaces with appropriate departments and/or vendors to reconcile discrepancies. Prints and distributes bill pages. Tracks and maintains various account balances for accuracy. Processes expense reports, invoices vouchers & other related materials. Posts, updates and balances ledgers and journals for internal accounts, e.g. posts purchase orders, encumbrance documents, transfers, cancellations and vouchers payable, posts receipt of various types of funds. Balances accounts on daily/weekly/month basis. Reconciles internal accounts with Auditor /Treasurer. Estimates departmental expenditures to year-end for possible transfer of appropriate funding. Administers petty cash account.  
**Time spent: 40%**
- II. Prepares purchase orders according to respective expense allocations. Prepares requisitions for approvals against appropriate fund account. Prepares or checks invoices and purchase orders. Verifies invoices with purchase orders and processes same for payment. Matches invoices to receipts and verifies invoices for payment. Receive financial or statistical documents; screen for accuracy and adherence to legal and procedural requirements; carry out proper steps to ensure or authorize payments; deliver documents, post to records, check and balance totals. Invoices various county departments' utility and T-1 Line costs. **Time spent: 25%**
- III. Prepares and maintains computerized financial spreadsheets on a personal computer for ledgers and statistical records. Assembles financial and statistical data from a variety of sources; prepares and/or assists in assembling financial and statistical reports. Assists in the interpretation of County regulations concerning financial and statistical transactions and reports. Prepares financial and statistical reports for submission to State and Federal agencies. Keeps ledger accounts and collection accounts, balance accounts; reviews, identifies and corrects irregularities. Make computations and changes to financial and statistical data, applying standard formulas or predetermined guides. **Time spent: 20%**

Class #: 16512C    Class Title: Account Clerk 2    Position Control #:    Normal Working Hrs from : 8 a.m. to 4:30 p.m.  
County of Employment: Medina    Working Title: Account Clerk 2    Pos # & Title of Supervisor: 10071.0 - Director of Finance

- IV. Organizes year-ending and year-beginning filing systems. Contacts other governmental agencies, private agencies and/or county employees to obtain information for clarifying financial or statistical records and transactions. Meets with the public and/or county employees to obtain data, interpret information and answer questions; prepares correspondence to answer questions, request information or provide explanations. Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service. **Time spent: 10%**
  
- V. Participates in staff meetings, required trainings and seminars. Demonstrates ability to respond to changing situations in a flexible manner in order to meet current needs. Organizes job functions and work area to be able to effectively complete varied assignments within established time frames. Takes the initiative to make decisions/choices without direct supervision. Adheres to County and departmental policies and procedures. Demonstrate knowledge and understanding of all policies and procedures and ability to reference them from appropriate books and manuals. Performs other duties as assigned. **Time spent: 5%**

**Class Title/Position Number of Position(s) Supervised:**

None.

Department Director: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_

Appointing Authority: \_\_\_\_\_

Date: \_\_\_\_\_

|            | <b>KNOWLEDGE ^ SKILLS ^ ABILITIES</b>   | <b>PRINCIPLE DUTIES</b>  |
|------------|---|--|
| Knowledge: | <ul style="list-style-type: none"> <li>(1) Common word processing and spreadsheet software used on a personal computer;</li> <li>(2) Modern office practices and procedures;</li> <li>(3) Arithmetic calculations related to statistical recordkeeping procedures;</li> <li>(4) Accounting, financial and statistical recordkeeping principles;</li> <li>(5) Laws, ordinances, rules and regulations affecting Medina County*;</li> <li>(6) County personnel policies*;</li> </ul>  | <p>Prepare and process billing and maintenance of accounts;</p> <p>Carryout proper steps to ensure or authorize payments;</p> <p>Apply standard formulas or pre-determined guides;</p> <p>Make arithmetical calculations;</p>  |
| Skills:    | <ul style="list-style-type: none"> <li>(7) Reading numbers rapidly and accurately;</li> <li>(8) Operate a 10-key adding machine by touch;</li> <li>(9) Perform complex and varied statistical and financial recordkeeping,;</li> <li>(10) Write &amp; prepare meaningful reports &amp; memorandum;</li> <li>(11) Prepare complex financial reports and statements in accordance with predetermined requirements;</li> <li>(12) Possess flexibility &amp; personal integrity;</li> <li>(13) Establish and maintain effective working relationships;</li> </ul>   | <p>Prepare financial, statistical reports;</p> <p>Assemble financial and statistical data ;</p> <p>Prepare and maintain computerized financial spreadsheets on personal computer;</p> <p>Make computations and changes to financial and statistical data;</p> <p>Prepare, analyze &amp; breakdown billings;</p>  |
| Ability:   | <ul style="list-style-type: none"> <li>(14) Review documents related to department operations;</li> <li>(15) Work with limited supervision/function independently;</li> <li>(16) Observe, identify and problem-solve office operations and procedures;</li> <li>(17) Understand, interpret and explain department policies and procedures*;</li> <li>(18) Consult with appropriate individuals;</li> <li>(19) Maintain accurate records;</li> <li>(20) Work with various cultural and ethnic groups in a tactful and effective manner;</li> <li>(21) Communicate clearly and concisely, both orally and in writing ;</li> </ul> | <p>Build &amp; maintain positive working relationships with co-workers, other County employees;</p> <p>Organize job functions and work area;</p> <p>Initiative to make decisions / choices;</p> <p>Responds in flexible manner;</p> <p>Prepare clear, concise, oral &amp; written reports;</p> <p>Understand &amp; carryout oral/written instructions;</p> <p>Maintain appearance appropriate to assigned duties and responsibilities;</p> |

\*Learned on-the-job

## **MEDINA COUNTY POSITION DESCRIPTION ADDENDUM**

### QUALIFICATIONS

- 1) Associates degree.
- 2) Specialized training in bookkeeping, accounting or related field is desirable.
- 3) Two (2) years experience performing duties of an Account Clerk 1.
- 4) Valid Ohio driver's license, clean driving record and proof of adequate vehicle insurance.
- 5) Ability to enter and retrieve data using computer systems, systems applications, and other office equipment.
- 6) Working knowledge of modern office practices, procedures and equipment.
- 7) Knowledge of arithmetic.

### COMPETENCIES / ESSENTIAL FUNCTIONS

The demands described here 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

- Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift light weight.
- Regularly required to talk or hear, stand, walk, use stairs, sit; use of hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Access to automobile, maintain insurance & travel independently in changing weather conditions.
- Requires obtaining and exchanging information, referring inquiries to the appropriate source, or responding to questions from county employees/agencies or members of the general public.
- Requires a combination of job functions using minimal judgment to perform a variety of job tasks according to clearly prescribed standard practices and procedures.
- Requires making a limited number of choices in selecting among alternative courses of action under supervisory guidance and in performing job functions according to a variety of prescribed policies or procedures.