

**Medina County
Job and Family Services**

Position Description

Division:	Business Services
Unit:	Administration
Supervisor:	11300.0 Lisa Earle

Classification:	Account Clerk	Working Title:	Account Clerk
Class Number:	10192-Medina	Position Control Number:	11301.0
Status:	Bargaining	Pay Range:	27

Summary of Essential Duties

Under the direction of the Fiscal Supervisor, analyzes, codes, prepares and reconciles expense reports, invoices, vouchers, account, remittances and other related materials for daily cash-ins and cash-outs, as well as overseeing the completion of those tasks.

Functions of the Position

1. Is familiar with and functions in accordance with the classification specifications and agency policies and procedures.
2. Presents self in a professional and culturally sensitive manner to co-workers, staff, other agency personnel and the public.
3. Returns phone calls and correspondence in a timely manner, adhering to agency policy and time frames.
4. Analyzes, prepares and reconciles expense reports as well as invoices, vouchers, accounts, remittances and other related materials.
5. Assists in maintaining fiscal accounts and interacts with the county Auditor and county Finance Departments when needed.
6. Processes vouchers for payment via the County computer system (i.e., child care, general bills, travel, PRC, SSI Interim Assistance, Board & Care, Donated funds, Commissioners Homeless).
7. Monitors agency inventory including tagging, listing in database and/or TAB bar coding system.
8. Assists in the purchasing of supplies.
9. Performs supportive services as needed (i.e., assisting with agency electronic systems, inventory control).
10. Provides back-up for clerical and unit support staff as needed.
11. Gathers Random Moment data, enters data into the QUIC and/or SSRMS programs and submits results to state via CORE uploads and assures accuracy of same.
12. Tracks various accounts and assists obligee, obligers and the general public with the handling of these accounts (i.e. Medicaid spend down, overpayment collections.)
13. Processes various reports and assists in the development and coordination of fiscal and managerial accounting system.
14. Performs general clerical tasks (i.e., filing, making copies, data entry).
15. Attends meetings and training as needed.
16. Meets all job safety requirements and all applicable OSHA safety standards that pertain to job duties.
17. Performs other duties as assigned.

Knowledge, Skills and Abilities

Knowledge of: Office practices and procedures; accounting and bookkeeping principles and procedures (e.g., account reconciliations); purchasing practices and procedures; Random Moments Surveys; travel reimbursement procedures; inventory principles and procedures; intermediate-level mathematical principles; banking procedures and practices; warrants; various financial accounts; report writing; billing procedures; Social Welfare issues; court proceedings; agency computer systems; word processing functions; typing principles; mail procedures; telephone billing procedures; data processing procedures; telephone practices; filing procedures; training and development practices; preparation of training materials.

Skill in: Organization; oral communication; operating computers/programs; operating office machines; word processing; data entry; typing; writing.

Ability to: Perform intermediate-level mathematical and accounting operations; prepare daily deposits and receipts for money received; enter data into computer; type; sort items into categories according to established methods; investigate discrepancies or problems among data; perform a wide variety of interrelated procedural assignments; complete forms; answer routine inquiries; track various accounts; maintain accurate records; verify billings; read, copy and record figures; gather, collate and summarize data; operate office machines; prepare correspondence; give and exchange facts and routine information; assist in the development of fiscal and managerial accounting systems; implement new systems and programs; review random moments surveys to ensure completeness; respond to auditors; work with and assist others.

Qualifications

Possession of a Bachelor=s degree in Accounting, Business Management or a related field, and a minimum of two (2) years of professional experience or experience as an Account Clerk, Eligibility Specialist 2 or higher at Medina County Job and Family Services or a similar public agency,

or

An Associate Degree and currently pursuing a Bachelor=s Degree with a focus in Business Administration, Accounting, Business management or similar field, having completed ten (10) credit hours beyond an Associate Degree, and, five (5) years experience as an Eligibility Specialist 2 or higher at Medina County Job and Family Services or similar public agency,

or

Currently pursuing an Associate Degree with a minimum of ten (10) credit hours completed and, seven (7) years or more experience as an Eligibility Specialist 2 or higher at Medina County Job and Family Services or similar public agency.

Additional Requirements

**Must successfully undergo BCI background check
Successfully complete an alcohol and drug screening
Possess a valid Ohio Driver=s License
Provide proof of eligibility to work in the United States.**

Inherently hazardous or physically demanding working conditions:

May encounter irate clients or individuals; may have some exposure to individuals with contagious or communicable disease; is occasionally exposed to unsanitary conditions (insect infestation, bodily wastes), odors; may have some exposure to common chemicals found in an office environment, such as toner and correction fluid.

Account Clerk P.C.N. 11301.0

List Position Numbers and Class Titles of Positions directly supervised:	Signature of Agency Representative:	Date:
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