

MEDINA COUNTY COMMISSIONERS

Job Description
Account Clerk
Transit



SUMMARY

The Account Clerk 1 works under the direct supervision of the Director of Transit. Performs a variety of account and statistical record keeping work in connection with the development, maintenance, and processing of the Medina County Transit Department fiscal and statistical records; performs general office support assignments; performs related work as required. Responsible for carrying out routine clerical activities associated with financial and business record-keeping such as data entry of alphanumeric information, posting, verifying, and totaling transactions in single account categories such as accounts payable, accounts receivable, expense vouchers, purchased inventory, etc. Performs regularly recurring, straightforward, and standardized duties associated with maintaining and reviewing accounting and other financial records. Requires independent judgment in the application of established work methods and procedures. Purchase equipment and office supplies for operations. Purge manifest files monthly.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Receives and processes bills, claims, and expense vouchers. Maintains a variety of financial and statistical records; processes warrants, bills, and other documents involved with financial record keeping. Verifies purchase orders. Verifies documents for accuracy and completeness of specific entries and information; maintains a file of documents, and posts transactions to the appropriate journals. Assists with the compilation of budget information. Computes totals, discounts, extensions, interest charges, fees, penalties, etc., using specifically defined mathematical formulas. Operates computerized financial information systems and on-line computer systems used in the County. Enters or posts financial information from source documents into established accounting programs. Codes transactions into proper account classification. Performs a variety of calculations to reconcile ledgers on a periodic basis. Searches files and records for readily identifiable information. Lists or tabulates information from documents. Develops methods and standards for collecting operating data. Trains all new drivers on completion of all data sheets. **Time spent: 50%**
- II. Completes invoices for all agencies under contract on a monthly basis. Tracks receivables and posts transactions to revenue spreadsheet. Reviews contract invoices to ensure proper billing of each client. Assures cash handling, and token sales systems operate properly. Responsible for all advertising billing, contract with Eagle advertising and tracking of receivables. Quarterly review of ad placement on buses. **Time spent: 10%**
- III. Attends and conducts meetings with county agencies regarding client issues related to transportation. Contact person for agencies regarding policy issues. **Time spent: 10%**
- IV. Reviews and invoices clients in regards to no-pay rides. Track, bill and suspend clients according to the policy. Set up payment options for clients who want to pre-pay. **Time spent: 10%**
- V. Completes monthly statistical reports as required for grant funding and ODOT regulations. Maintains records of monthly reports to complete annual reporting and statistical comparisons. **Time spent: 5%**
- VI. Ensures policies are reviewed, revised and carried out. Writes new policies when needed. **Time spent: 5%**
- VII. Receive payments and issue receipts. **Time spent: 5%**
- VIII. Performs other duties as assigned. **Time spent: 5%**

Class #: 16511C Class Title: Account Clerk 1 Position Control #: 10446.0 Normal Working Hrs from: 7 a.m. to 3:30 p.m.

County of Employment: Medina Working Title: Account Clerk Pos # & Title of Supervisor: 10208.0 - Director of Transit

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

None.

Department Director: _____

Date: _____

Human Resources: _____

Date: _____

Appointing Authority: _____

Date: _____

	KNOWLEDGE ^ SKILLS ^ ABILITIES	PRINCIPLE DUTIES
Knowledge:	<ul style="list-style-type: none"> (1) Methods, practices and terminology used in financial and statistical recordkeeping; (2) Basic office methods & equipment; (3) Basic computer software and keyboarding; (4) County personnel policies*; (5) Basic knowledge of bookkeeping & accounting practices; (6) Business mathematics and record keeping; 	<ul style="list-style-type: none"> Receives, processes bills, expense vouchers. Posts transactions to appropriate journals. Computes totals. Make arithmetical calculations. Operates computerized financial information systems. Purchases equipment and supplies General administrative duties Creates billing invoices for clients, vendors and contracts.
Skills:	<ul style="list-style-type: none"> (7) Reading numbers rapidly and accurately; (8) Operate 10-key adding machine by touch; (9) Write & prepare meaningful reports & memorandum; (10) Possess flexibility & personal integrity; (11) Establish and maintain effective working relationships; (12) Make mathematical calculations quickly and accurately; (13) Work with computerized financial information systems; (14) Communicate clearly and concisely, both orally and in writing; (15) Deal tactfully and courteously with the public and staff; (16) Use computerized programs; (17) Perform basic arithmetic operations; 	<ul style="list-style-type: none"> Maintains a variety of financial and statistical records. Assemble financial and statistical data. Contacts others to obtain information. Prepares/maintains computerized financial spreadsheets. Make computations and changes to financial and statistical data. Prepare, analyze & breakdown billings.
Ability:	<ul style="list-style-type: none"> (18) Ability to enter data onto standardized formats; (19) Ability to accurately post data to proper account; (20) Follow oral and written directions; (21) Gather and organize data and information; (22) Use a computer for financial & statistical record keeping; (23) Establish and maintain cooperative working relationships; (24) Understand & explain department policies, procedures*; (25) Consult with appropriate individuals; (26) Operate variety general office equipment. 	<ul style="list-style-type: none"> Verifies purchase orders. Verifies documents for accuracy and completeness. Assists with compilation of budget information. Operates computerized financial information systems. Enters or posts financial information from source documents into established accounting programs. Reconcile ledgers. Searches files and records. Lists or tabulates information from documents. Receive payments and issue receipts. Understand & carryout oral/written instructions.

*Learned on-the-job

MEDINA COUNTY POSITION DESCRIPTION ADDENDUM

QUALIFICATIONS

- 1) Completion of a high school curriculum with emphasis in bookkeeping and less than 2 years experience in record keeping, cashiering, or general clerical capacity.
- 2) Additional education may be substituted for experience.
- 3) Demonstrated ability in basic keyboarding and 10-key skills and calculators.
- 4) Ability to perform basic arithmetic operations
- 5) Valid Ohio driver's license, clean driving record and proof of adequate vehicle insurance.
- 6) Ability to enter and retrieve data using computer systems, systems applications, and other office equipment.
- 7) Working knowledge of modern office practices, procedures, software and equipment.

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.
- Sufficient hand coordination to use a keyboard for routine typing and data entry,
- Arm/hand movements to retrieve work materials and operate a variety general office equipment.