



COUNTY OF NYE

CLASS TITLE: ACCOUNT CLERK I

BASIC FUNCTION:

Under supervision, performs clerical duties primarily involving numbers and forms; may perform bookkeeping functions, processes numeric information, posts entries in journals and ledgers, keeps statistical records, processes purchasing requests and payroll information, inputs data to compute; performs other clerical work such as filing, typing correspondence, issuing of form letters. Work is performed according to established procedures, although employees are expected to perform standardized tasks independently. Work is reviewed by supervisors through observation and review of records and reports.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists.*

Assigned job tasks/duties are not limited to the representative duties).

1. Posts to, and maintains variety of records, prepares or assists in preparing special and regular reports.
2. Receives, records cash receipts; prepares daily tabulations and transactions; allocates to proper funds following established routines; makes daily entries.
3. Classifies receipts and disbursements in accordance with established codes, refers questionable allocations to supervisors; maintains billing and posting of charges and credits to accounts; and prepares summary sheets and trial balances.
4. Maintains and controls books for subsidiary and operating funds; prepares and maintains necessary records and reports.
5. Inputs data to computer, verifies accuracy, prepares reports.
6. Processes claims and vouchers for payment ensuring accuracy and appropriate documentation.
7. Performs variety of clerical functions in addition to accounting responsibilities, including typing of correspondence, filing, mailing, bursting, collating, and copying.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school or successful completion of a G.E.D. or high school proficiency exam and/or general work experience.

LICENSES:

Not applicable.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Not applicable.

CONTACTS:

Co-workers, other department personnel, public and vendors.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Normal office environment.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Normal office environment.