



# COUNTY OF NYE

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## CLASS TITLE: ACCOUNTING SECRETARY

### **BASIC FUNCTION:**

Under direction provides administrative and clerical support to one or more department head and occasionally to his/her immediate staff. Work is performed according to established procedures, although employees are expected to prioritize effectively and perform tasks independently.

**REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Duties may include but are not limited to auditing of vouchers and similar documents; bookkeeping and payroll functions at the department level, processes numeric information, posts entries in journals and ledgers, keeps statistical records, inputs data to computer; performs other clerical work such as filing, creating and/or typing correspondence, issuing/creating of form letters and certificates.
2. Posts to and maintains variety of records pertaining to audit of vouchers and similar documents ensuring accuracy and completeness.
3. Receives, records receipts; prepares daily tabulations and transactions; allocates to proper funds following established routines; makes daily entries, receipting, auditing, verifying, posting, and balancing.
4. Classifies receipts and voucher disbursements in accordance with established codes, referring questionable allocations to supervisor.
5. Investigates discrepancies and takes corrective action by creating statistical data.
6. Prepares and maintains necessary records and reports.
7. Inputs data to computer, verifies accuracy, prepares reports.
8. Processes and inputs payroll at department level and processes and/or creates various claims and vouchers for payment ensuring accuracy and appropriate documentation.
9. Performs variety of office/site coordination of clerical and accounting functions.
10. Responds to and assists public, coworkers and vendors by providing information as needed.

### **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 3-5 years work experience closely related to the duties and responsibilities of the class.

**LICENSES:**

Not applicable.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

May oversee and/or assist in with the duties of subordinate staff as needed and/or directed.

**CONTACTS:**

Co-workers, other department and site 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: Office environment. Limited travel in absence of supervisor.