

COLUMBIA COUNTY, OREGON
JOB DESCRIPTION: **ACCOUNTING CLERK 1**
DATE: 03/31/2017

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Finance & Taxation	CLASSIFICATION:	030A
SUPERVISOR:	Finance Director*	SALARY RANGE:	20
UNION (Y/N):	Yes	LOCAL:	AFSCME Local 1442

GENERAL STATEMENT OF DUTIES: Perform a variety of duties involving payroll, accounts payable, bookkeeping, record keeping and cashiering duties. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Participate in payroll process, including verifying time sheets from departments and inputting monthly payroll information and balancing payroll.

Maintain employee payroll and benefit claim files and record in computer. Maintain current accrual balances for employee leave and compensation. As needed, assist employees and their dependents with payroll, claims and insurance issues. Direct complex payroll or benefit program questions or concerns to the Human Resources Director or to the Payroll Administrator.

Receive and receipt property tax payments. Balance monies received and prepare bank deposits.

Assist employees and citizens at counter and over the telephone regarding tax and assessment questions. Respond to questions, provide general information and forms and discuss procedures related to tax and assessment issues.

Provide clerical support for tax, local budget law and grant requirements in terms of public notices; preparation of correspondence, documents and forms; maintenance of proper files, etc.

Maintain and update Finance and Tax documents on Intranet and County website.

Perform various clerical support duties for Finance and Tax, such as County-wide mail handling, departmental filing, processing department correspondence and answering telephones.

Create and maintain process documentation for all County processes conducted on routine basis in accordance with Continuity of Operations Planning (COOP) standards.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a normal responsibility assigned to this position.

SUPERVISION RECEIVED: Work under the direct supervision of the Finance Director who assigns duties and reviews work. *Depending on the area of assignment or work currently performed, this position may be directly supervised by the Accounting Service Manager and/or the Tax Collector.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Associate's degree in accounting or related field with at least two years work experience in accounting, bookkeeping and payroll or equivalent to high school graduation with at least five years work experience in accounting, bookkeeping and payroll. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of office procedures, elementary accounting, arithmetic and payroll rules and regulations. In depth familiarity with the use of computers and business software such as computerized payroll and accounting systems, word processing and spreadsheets.

Ability to correlate and evaluate a large volume of written and numerical data and to prepare accurate reports. Ability to perform accurate data entry and mathematical and accounting calculations and provide change. Ability to act in such a manner as to maintain the confidentiality of the records and issues which may be encountered. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

PHYSICAL DEMANDS The physical 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.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.