

# **SHAWNEE COUNTY, KANSAS**

## **Position Description**

### **Account Clerk II**

**Position Control Number: PR1104A**

**FLSA Status: N**

#### **POSITION DESCRIPTION**

Under general supervision, this position performs duties supporting accounts payable and receivable functions for the department. Provides customer service duties such as greeting walk-in customers. This position serves as the back-up to the Account Clerk III and is supervised by the P+R Administrative Supervisor. Performs other duties as assigned.

#### **WORK PERFORMED**

- 50% Accounts Payable.** Verifies and researches both invoices and statements for accuracy for entry into County's accounting software with appropriate line codes. Process monthly statements and ensures each invoice is accounted for and all payment deadlines are met. Maintains encumbrances and interdepartmental transactions. Records and tracks payments using spreadsheets. Checks work for accuracy.
- 30% Accounts Receivable.** Assists with accurately processing and reconciling daily deposits for the department. Enter revenue into the County's accounting software with appropriate coding, resolves any issues arising and updates the Account Clerk III on the issues and resolutions. Process customer refunds when required. Check work for accuracy.
- 20% Clerical/Customer Service.** Performs a variety of clerical duties, such as copying reports and documents, filing, greeting customers, and other office tasks. Creates and transfers data either directly or via forms into databases and spreadsheets.

#### **KNOWLEDGE, ABILITIES AND SKILLS**

##### **Knowledge of:**

- General office machines and modern office practices.
- The English language, spelling, grammar and arithmetic computations.
- The operation and minor maintenance of a variety of office equipment.
- Governmental and fund accounting regulations, procedures and operations.
- Bookkeeping, basic accounting principles and techniques.
- Knowledge of Microsoft Office and Excel.
- Generally accepted accounting principles (GAAP).

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**Account Clerk II (PR1104A)**

**Ability to:**

- Interpret and apply Federal, State and County laws, resolutions, rules and regulations and department policies and procedures.
- Communicate effectively, both orally and in writing, using the English language.
- Follow oral and written instruction and prioritize assignments.
- Operate a variety of office equipment including personal computer, calculator and associated software.
- Detect and reconcile discrepancies in financial records.
- Understand and carry out complex oral and written instructions
- Apply bookkeeping and procedural principles to specific work problems.
- Edit and maintain Microsoft Excel spreadsheets.

**Skill in:**

- The use of basic arithmetic including addition, subtraction, multiplication and division.
- The use of applicable computer software and applications.
- The use and knowledge of basic cash handling procedures.

**PHYSICAL REQUIREMENTS**

**N**-Never    **O**-Occasional (1%-33%)    **F**-Frequent (34%-66%)    **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching		X			Sitting			X		Driving		X		
Pushing/Pulling		X			Bending			X		High Elevation	X			
Climbing		X			Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting		X			Around Moving Machinery	X			
<b>ARMS</b>					Carrying			X		Driving Automotive Equipment		X		
Reaching		X			Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting		X			Twisting			X		Cramped Body Position	X			
Pushing/Pulling		X			Squatting	X				Sustained Positions	X			
Carrying			X		Turning			X		Noise Levels (Excessive)	X			
Throwing	X				<b>LEGS/FEET</b>					Electrical Hazards	X			
<b>EYES</b>					Walking		X			Slippery Surfaces	X			
Near Vision				X	Standing			X		Work Above Ground	X			
Far Vision			X		Sitting			X		Work Below Ground	X			
Color Vision				X	Carrying			X		Irregular Surfaces	X			
<b>VOICE</b>					Climbing	X				Moving Objects			X	
Talking				X	Jumping	X				In High Volume Traffic	X			
<b>EARS</b>					Turning			X		Exposure to Marked Changes in Temperature and Humidity				
Hearing				X	Lifting		X					X		

**EQUIPMENT USED**

Personal Computer  
Printer

Telephone  
Photocopier

Fax Machine  
Calculator

Office Furniture  
Credit Card Machine

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**MINIMUM QUALIFICATIONS**

High School Diploma or GED Certificate.

One (1) year experience in the balancing of accounts or one (1) year experience in the Account Clerk I classification.

Required to type twenty-five (25) words per minute.

Required to achieve 6,000 keystrokes per hour.

Valid driver's license and able to operate county-owned vehicles HR-2013-2.

HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) that are less than five (5) years old; no more than two (2) at fault or chargeable accidents that are less than five (5) years old; no more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

**SPECIAL REQUIREMENTS**

Required to pass a pre-employment physical/drug screen and a review of driving record.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

\_\_\_\_\_  
Employee's Signature / Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administering Supervisor's Signature / Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority's Signature / Printed Name

\_\_\_\_\_  
Date

Created: 11/11  
Revision History: 1/20