

SHAWNEE COUNTY, KANSAS
Position Description
Account Clerk II

**POSITION
NUMBER:**

NW1003A

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position performs clerical duties that include accounts payable and accounts receivable. Provides customer service duties such as greeting customers, selling product, equipment rentals, and answering phones. Assists in maintaining inventory and departmental purchasing. Performs other duties as assigned. This position is supervised by the Noxious Weed Director.

WORK PERFORMED

- 25% Accounts Payable.** Verify invoices for accuracy and entry into accounting software with appropriate line codes. Process monthly statements and ensure each individual invoice is accounted for and all payment deadlines are met. Maintain encumbrances and interdepartmental transactions. Record and track payments on an Excel spreadsheet(s).
- 25% Accounts Receivable.** Process accounts receivables by posting payments to appropriate accounts. Identifies and reconciles account discrepancies, and coordinate refunds. Identifies cash drawer balances to system financial reports. Prepares deposits accordingly and enters payment into applicable system. Assist with internal audit procedures in reconciling payments received to cash deposits. Must perform cash drawer balancing daily.
- 25% Customer Service.** Assists landowners with their noxious weed control purchases. Performs data entry functions. Assists with rental equipment check in/check out and loading of chemicals and equipment. Performs customer transactions using point-of-sale software system.
- 10% Inventory.** Maintains the departmental inventory and cost systems according to established procedures. Assists with departmental purchases as needed. Coordinates any chemical purchases with Noxious Weed Director.
- 10% Clerical.** Performs a variety of clerical duties including copying reports and documents, answering telephones, filing, scheduling appointments and greeting customers. Collects and files all appropriate documents for state reporting. Operates a variety of standard office machinery. Types data from forms into computer databases and spreadsheets. Checks work for accuracy. Composes memos and reports as requested.
- 3% Events.** Assists Director with representing the department at various events (i.e. farm shows, conference's, and director meetings). Attends various training and certification events.

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2% Cleaning & Maintenance. Maintains professional and clean departmental areas. Performs cleaning, painting, light repair, and upkeep of office as needed.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Effective leadership skills.
- 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.
- Standard accounting practices.
- Inventory management.

Ability to:

- Plan, organize and lead employees in performing a variety of tasks.
- Interpret and apply Federal, State and County laws, resolutions, rules and regulations.
- Communicate effectively, both orally and in writing, using the English language.
- Follow oral and written instruction.
- Operate a variety of office equipment.
- Manage office accounts receivable and deposits.

Skill in:

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

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
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving		X		
Pushing/Pulling		X			Bending		X			High Elevation	X			
Climbing		X			Reaching		X			Unprotected Heights	X			
Throwing	X				Lifting (50 lbs)			X		Around Moving Machinery		X		
ARMS					Carrying			X		Driving Automotive Equipment		X		
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes		X		
Lifting (50 lbs)			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				LEGS/FEET					Electrical Hazards	X			
EYES					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			
VOICE					Climbing		X			Moving Objects	X			
Talking				X	Jumping	X				In High Volume Traffic		X		

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EARS					Turning		X			Exposure to Marked Changes in Temperature and Humidity				
Hearing			X		Lifting (50 lbs)			X			X			

EQUIPMENT USED

Personal Computer	Telephone	10-Key Calculator
Tablet Computer	Photocopier	Forklift
Point-of-Sale Register	Fax Machine	Misc. Office Equipment
Printer	Office Furniture	Pallet Jack

MINIMUM QUALIFICATIONS

- High School Diploma or GED Certificate.
- One (1) year of experience in the balancing of accounts payable or accounts receivable or one (1) year of experience in the Account Clerk I classification.
- Three (3) semester hours of college course work from an accredited college or university or ninety (90) clock hours from an accredited vocational school in financial accounting, banking or closely related field. Six (6) months of experience in the balancing of accounts may be substituted for the required education.
- 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 a County-owned vehicle (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 and drug screen and review of driving record.
- Required to lift up to fifty (50) pounds.

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.

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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: 08/14

Revision History: 08/22