

SHAWNEE COUNTY, KANSAS
Position Description
Account Clerk II - Treasurer

POSITION NUMBER: TR1009, TR1014

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position performs duties in auditing and keeping of accounts payables and accounts receivables. Performs other duties as assigned. Job duty percentages will fluctuate according to the needs of the Treasurer's Department. This position is supervised by the Tax Manager, Deputy Treasurer and/or department head.

WORK PERFORMED

- 50% Customer Service/Clerical.** Performs customer service and greets taxpayers. Answers telephones and provides adequate information. Assists in the completion of posting tax payments. Performs a variety of clerical and office duties including copying, imaging, and filing reports and other documents. Composes letters for Tax Division. Proofs typed documents for accuracy, spelling, punctuation, and grammar. Assists in the successful resolution of problems.

- 45% Accounting.** Enters information on computer and audits for completeness. Deposits monies into accounts and balances accounts. Gathers information, take monies and gives receipts. Updates computer records. Recounts and re-balances own cash drawer at the end and beginning of each day. Corrects any discrepancies in the accounting system. Prepares financial summaries, statements and reports. Distributes income and expenditures to proper accounts. Checks work for accuracy.

- 05% Property Procurement.** Assists with ordering office supplies and tracking office inventory.

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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 various office equipment.
- Basic accounting principles and techniques.
- Generally accepted accounting principles.

Ability to:

- 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.
- Detect and reconcile discrepancies in financial records.
- Operate various office equipment.

Skill in:

- The use of basic arithmetic including addition, subtraction, multiplication and division.
- The use of computer software and applications.
- 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-25 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-25 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			
EARS					Turning	X				Exposure to Marked Changes in				
Hearing			X		Lifting-25 lbs.			X		Temperature and Humidity	X			

EQUIPMENT USED

Personal Computer	Office Furniture	Telephone	10-Key Calculator
Photocopier	Fax Machine	Time Clock	Misc. Office Equipment
Typewriter	Scanner	Printer	

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MINIMUM QUALIFICATIONS

High School Diploma or GED Certificate.

One (1) year of experience in the balancing of accounts 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.

SPECIAL REQUIREMENTS

Required to pass a pre-employment physical and drug screen.

Required to lift twenty-five (25) 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.

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: 03/16
Revision History: 04/2019