

JOB DESCRIPTION: REVENUE ACCOUNTING CLERK

Class No. 505
Position No. 497-8910
Pay Group: Hourly

Department: Treasurer's Office
EEOC Category: Administrative Support
FLSA: Non-exempt

SUMMARY OF POSITION

The Revenue Accounting Clerk performs a variety of administrative duties and accounting support work involving data entry, reconciling, receipting and accounting functions. Performs multiple tasks while maintaining accuracy and critical attention to detail and exercise independent judgement as well as computer skills.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the County Treasurer. This is a non-supervisory position that has contact with county employees, elected officials, department heads, outside representatives and the general public.

ESSENTIAL DUTIES

- Verifies, reviews and processes accounts payable invoices and checks for disbursement to vendors;
- Receipts, deposits and reconciles all monies received within the Treasurer's office;
- Reconciles and balances all daily and monthly departmental revenue reports;
- Reconciles daily credit card transactions to departmental reports;
- Reconciles monthly bank statements to general ledger accounts;
- Receipts, processes and disburses various ACH payments received from the State Comptroller and US Department of Justice;
- Files, scans and maintains clerical records and reports pertinent to accounting and bookkeeping operations within the Treasurer's office;
- Processes, prepares and disburses juror payment requests, checks and thank you cards for District Clerk, County Clerk, Justice of the Peace Courts and various Charities;
- Prepares required journal entries for general ledger accounts;
- Processes bank file for positive pay for the Jail Inmate Fund;
- Assists Payroll Specialist in proofing and verifying employee payroll timesheets and input of hours paid to employees;
- Answer telephone, take messages, direct visitors and provide information to the public;
- Prepares necessary documents and forms for publishing and reporting Unclaimed Property to the State of Texas;
- Assists with office supply orders;
- Picks up and drops off paperwork to and from the various county offices;
- Picks up daily departmental deposit slips from bank;
- Assists with processing incoming and outgoing mail (open, sort, date stamp, and distribute)
- Performs other duties as assigned within the scope of responsibility and requirements of the job.

OTHER REQUIREMENTS

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the

essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis. Employee must be hardworking, dependable, and professional.

EDUCATION AND EXPERIENCE

High School Diploma or a General Education Development (GED) certificate is required including bookkeeping courses or accounting with at least three years of progressively responsible accounting and administrative experience (preferably with a government entity), or an equivalent combination of experience and training which provides the required knowledge, skills and abilities.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, climb or balance, and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

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. The noise level in the work environment is usually moderate. Staff work is normally reviewed and deadlines are to be met. It is left up to the staff to determine the method in which they complete their work.

EXPERIENCE, SKILLS, AND ABILITIES

- Knowledge of generally accepted accounting principles, accounting practices, departmental policies and procedures, standard office practices and procedures and the ability to recognize and address accounting issues.
- Ability to perform a volume of numerical detailed work with speed and accuracy; operate office equipment including, fax machine, copier, ten-key calculator, and computer using standard word document, data inquiry and spreadsheet software packages; establish and maintain effective working relationships with other office workers, outside agencies, officials and the general public; demonstrating proficiency in both oral and written communication; understand and follow instructions; exercise independent judgment and maintain appropriate necessary certification.
- Ability to perform multiple tasks while maintaining accuracy and critical attention to detail, and exercise independent judgment as well as computer skills.
- Ability to write routine reports and correspondence read and interpret documents, such as operating and maintenance instructions, and procedure manuals.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving standardized situations.
- Ability to establish and maintain effective working relationships with other county employees, co-workers and the general public and to interact tactfully with citizens in stressful situations.

CERTIFICATES AND LICENSES

A Valid Texas Driver's license is required.

Employee must be bondable.

COMMENTS

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

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NOTICE:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

Signature of Employee

Date

This signed original will be placed in employee's Personnel File.