

## **GCCARD FINANCE CLERK**

**GENERAL STATEMENT OF DUTIES:** Performs responsible clerical work involving financial accounts, transactions, records and receiving payments; work involves account keeping, auditing, reconciliation, cashiering and related bookkeeping tasks; assignments are varying in nature and employees are expected to exercise judgment and maintain confidentiality; works under direct supervision; performs related duties as required.

**STATEMENT OF TASKS:**

Utilizes computer for word processing, spreadsheet development and data input, data retrieval;

Maintains general and subsidiary records and ledgers according to established account classifications, posts entries from supporting records, make adjusting entries, balances against other records and prepares reports from such records;

Posts daily cash receipts to the General Journal and makes out all necessary reports;

Answers the telephone and gives general information in response to the caller on a variety of matters;

Prepares and maintains files

Assists in the preparation and processing of the departmental payroll documents;

Assists in preparation of the departmental budget or grants;

Verifies and enters details of transactions as they occur or in chronological order in account and cash journals or financial software from such items as invoices, checks and stubs, receipts and requisitions;

Summarizes details on separate ledgers and transfers data to the General Ledger.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of clerical methods used in keeping fiscal accounts and records;

Good knowledge of office terminology and equipment;

Good knowledge of business mathematics and English;

Knowledge of the scope and purpose of the GCCARD programs;

Ability to perform rapid mathematical operations accurately;

Ability to understand and carry out complex oral and written directions;

Ability to maintain good interpersonal relationships;

Ability to pay attention to detail;

Ability to operate a computer accurately at 30 net w.p.m.;  
Ability to learn to operate computer software programs (MS Office, GEMS,  
FACSPRO, etc.);  
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

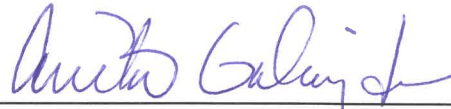
Two (2) years of experience as an Account Clerk;

**OR**

Three (3) years of experience in a position requiring bookkeeping/accounting skills.

**OR**

Three (3) years of clerical experience with Genesee County Government or any other City or County Municipality.



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Human Resources Director

Established: August 2, 1993  
Revised: July 13, 2000  
Revised: November 13, 2013  
Revised: February 22, 2018  
Revised: June 30, 2020