

Account Clerk Coordinator

GENERAL STATEMENT OF DUTIES: Performs difficult and highly responsible work coordinating the Account Clerk function of the County Treasurer's Office; balances all daily receipts; requires thorough knowledge of bookkeeping procedures; requires a thorough familiarity with the scope and purpose of the Treasurer's Office, with the interrelationships with various County units, with laws, ordinances and established policies and procedures affecting the Treasurer's Office and with financial institutions doing business with the County; employee is expected to exercise a great deal of judgment; performs related duties as required.

STATEMENT OF TASKS:

Coordinates and schedules the work of the Account Clerks;
Balances daily receipts received from all County units;
Prepares reports from subsidiary records;
Receives money from County agencies;
Makes daily data corrections;
Prepares bank deposits;
Performs all duties of an Account Clerk and may be required to perform those duties as needed;
Utilizes a personal computer to assist in performance of job duties;
Responsible for safe access and security.

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 Account Clerk functions;
Thorough knowledge of procedures utilized in keeping fiscal accounts and records;
Good knowledge of office terminology and equipment;
Good knowledge of business mathematics and English;
Good knowledge of the scope and purpose of the Treasurer's Office;
Ability to plan and coordinate work assignments in a manner which promotes coordination of activities and the completion of individual tasks according to established priorities;
Ability to communicate effectively;
Ability to perform Account Clerk functions and to assist in the training of new employees;
Ability to utilize a computer and associated software in performance of job functions;
Ability to attend work regularly and to work under stressful conditions;
Ability to maintain good interpersonal relationships.

MINIMUM QUALIFICATIONS

Two (2) years of experience in a County Treasurer's office in a position which requires the handling of large sums of money and some bookkeeping experience.



Human Resources Director

Established: May 1, 1975
Revised: October 19, 1998
Revised: October 7, 2010
Revised: June 29, 2017 (title)