

BUDGET AND ACCOUNT CLERK – SHERIFF DEPARTMENT

GENERAL STATEMENT OF DUTIES: Performs difficult and responsible clerical tasks involving financial accounts and records; may also be required to perform less difficult tasks as it relates to processing forms, preparing payroll, and receiving and distributing paychecks; some assignments are recurring in nature, but employees are expected to exercise a high degree of judgment; work is performed under general supervision; performs related work as required.

STATEMENT OF TASKS:

Maintains general and subsidiary records and ledgers according to established account classifications, posting entries from supporting records, adjusting entries, balancing against other records and preparing reports from such records;
Reviews the work of other employees as it relates to financial accounts and reports;
Assists in the preparation of the Sheriff Department budget;
Verifies and enters details of transactions as they occur or in chronological order in cash or account journals from items such as invoices, checks and stubs, receipts and requisitions;
Maintains accounting for petty cash;
Keeps accounting of Gasoline Credit Cards and deposits receipts;
Posts daily cash receipts to the General Journal and makes out all necessary reports;
Answers telephone and gives general information in response to public or official inquiries;
Furnishes information to the public on a variety of fiscal matters;
Prepares file maintenance;
Assists in the preparation of bi-weekly payroll;
Utilizes computers and related software such as spreadsheets, data bases and word processing programs for data input, data retrieval and word processing functions;
Acts as cashier receiving sums of money;
Balances daily cash receipts and prepares bank deposits;
Types forms, financial statements and financial reports.

The class specification 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:

Good knowledge of clerical methods used in keeping fiscal accounts and records;
Knowledge of office terminology and equipment;
Knowledge of business mathematics and English;
Ability to understand and carry out complex oral and written directions;
Ability to pay attention to detail to avoid clerical errors;
Ability to maintain good interpersonal relationships;
Ability to perform rapid mathematical operations accurately;
Ability to type 30 net words per minute;
Ability to operate a computer and associated software;
Ability to attend work regularly and work under stressful conditions.

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MINIMUM QUALIFICATIONS:

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

OR

Four (4) years of experience in a position requiring skills in accounts receivables, payables, payroll and the ability to utilize a computer at 30 w.p.m. Gems experience is preferred.


Human Resources Director

Established: July 29, 2002

Revised: June 19, 2019