

**JOB DESCRIPTION**  
**MARSHALL COUNTY, ALABAMA**

**ACCOUNT CLERK I**

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**JOB GRADE: 9**

**JOB CODE: 142**

Department: Commission  
Reports To: County Administrator  
Date: August 2015  
FLSA: Non-Exempt  
DOT Ref: 219.362-010, 201.362-030

**JOB DESCRIPTION**

Performs a variety of clerical and accounting duties for the commission office such as administering disbursements; handling invoice inquiries and monthly receivables; file and sort various records.

**ESSENTIAL JOB FUNCTIONS**

- A. Manages accounts including fund accounts, vendor accounts, grant project accounts, etc. following established policy and procedure in order to ensure that accounts are properly charged, funded and balanced.
- B. Performs account payable tasks, to include preparing payment requests or checks in a timely manner.
- C. Performs account receivable tasks, such as preparing invoices and receiving various forms of payment following applicable ordinances.
- D. Performs general clerical duties such as copying documents, completing forms and processing mail.
- E. Compiles data for a variety of reports, following established policy and procedure. Provide historical data and information.
- F. Provide backup as needed for other Commission office staff with miscellaneous duties such as filing, file room organization, commission meeting attendance, answering phone, etc.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of modern office practices, procedures, and equipment, including computers, computer software, fax machine, copiers, telephone systems, pagers, etc.
- Knowledge of business English, spelling, arithmetic, and vocabulary.
- Knowledge of departmental policies and procedures.
- Knowledge of the principles and practices of bookkeeping and accounting.
- Knowledge of departmental accounting systems and procedures.
- Ability to read and comprehend departmental rules, regulations, procedures and instructions.
- Ability to understand verbal instructions and directions.
- Ability to deal with people in a courteous and efficient manner.
- Ability to operate basic office equipment, including computers, fax machine, copiers, etc.

**KNOWLEDGE, SKILLS AND ABILITIES (Continued)**

- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to interact with the public and provide information in a polite and efficient manner both in person and on the telephone.

**MINIMUM QUALIFICATIONS**

- Graduation from a senior high school or G.E.D. certificate supplemented with coursework in typing, bookkeeping, and computers, plus two years of general clerical experience, or an equivalent combination of education and experience.
- Experience involving work with the public, accounts, or money preferred.

**This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.**