

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

**ACCOUNT CLERK II**

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**JOB GRADE: 10**

**JOB CODE: 148**

Department: Commission/Accounting  
Reports To: County Administrator  
Date: August 2015  
FLSA: Non-Exempt  
DOT Ref: 215.382-014, 216.482-010

**JOB DESCRIPTION**

Performs a variety of clerical, accounting and payroll duties for the commission office such as maintain payroll records of the County using a computerized payroll system; coordinate purchase activity for assigned accounts; maintain a variety of records and prepare reports.

**ESSENTIAL JOB FUNCTIONS**

- A. Coordinate payroll processing with the personnel department, information systems, and others to ensure timely, accurate payroll processing. This includes reviewing time records and resolving discrepancies; entering data into computerized payroll system and verifying accuracy; deductions for benefits and court ordered withholdings and disbursement of same to appropriate agencies; maintaining employee records for benefits and withholdings; preparation of related payroll reports, etc.
- B. Coordinate Employee benefits and information assisting employees and retirees with questions concerning various benefit options and assisting with paperwork; and maintaining contact information for retirees.
- C. Coordinate purchasing activity for assigned accounts. This includes verifying departmental requisitions and issuing purchase orders; maintaining bid information; and responsibility for ordering and keeping records of County credit cards.
- D. Post, audit, classify, adjust, and reconcile financial records, such as accounts payable, accounts receivable, special accounts and inventory. Responsible for daily deposits.
- E. Maintain a variety of records pertaining to payroll, purchasing, legal issues, etc.
- F. Responsible for commercial insurance for the County, car tags and titles, and maintain bonds/notaries for elected officials and employees.
- G. Miscellaneous duties to include, but not limited to, ordering office supplies; recording minutes of meetings; and maintaining correspondence and list of board appointments.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of the principles and practices of bookkeeping and accounting.
- Knowledge of departmental accounting systems and procedures.
- Knowledge of the principles of communication.
- Knowledge of business English.
- Ability to make arithmetic computations and tabulations rapidly and accurately.
- Ability to prepare trial balances, analyze and audit payroll and leave data.
- Ability to apply bookkeeping principles to the maintenance of complex fiscal and accounting records.
- Ability to establish and maintain effective working relationships with other employees and officials.

**MINIMUM QUALIFICATIONS**

- Associate Degree in accounting, business administration, or related field plus two (2) years of general clerical experience, or an equivalent combination of education and experience.
- Experience involving work with 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.**