

JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA

ACCOUNTING CLERK - PROBATE

Job Grade: 10

JOB CODE: 164

Department: Probate
Reports To: Chief Probate Clerk
Date: August 2015
FLSA: Non-Exempt
DOT Reference: 216.482-010

JOB DESCRIPTION

The Accounting Clerk in the Probate Department balances books compiles reports to show cash receipts and expenditures, accounts payable and receivable. Sorts documents to be posted such as debit and credit items. Performs bookkeeping functions for Probate Departments excluding Probate Court.

ESSENTIAL JOB FUNCTIONS

A. Receive money and information from Probate Clerks and make Deposits or otherwise process:

1. Make deposits to General and Sales Tax Accounts on a daily basis.
2. Process refunds daily and credits or deletions as needed.

B. Print financial reports and other financial materials as needed:

1. Print monthly cashbooks.
2. Print monthly reports (motor vehicle, ad valorem, boat, and recording taxes and fees).
3. Print checks for reports.
4. Print check parameter file with manual amounts.
5. Print check parameter file by vendor name.
6. Print cashbook for disbursements.

C. Reconcile/balance various financial information sources:

1. Reconcile bank statements for the General and Sales Accounts.
2. Reconcile bank statements with cashbooks.
3. Reconcile total on monthly reports with cashbooks.
4. Balance disbursements with reports and cashbook.

D. Post various financial transactions manually or enter into the computer:

1. Post checks.
2. Post daily collections to cashbook, enter manual amounts.
3. Post over/short special-deposit report to General Ledger.
4. Enter returned checks into the computer.
5. Post re-deposits to the returned checks file.

ESSENTIAL JOB FUNCTIONS (Continued)

E. Make corrections or update information on reports or files:

1. Correct errors on reports and reprint them.
2. Update remittance files for audit.

F. Perform various clerical and related tasks as needed:

1. Check daily boat reports and file receipts by class.
2. Fill out worksheets and required report forms.
3. Answer telephone and route calls or check records and answer questions.
4. Assist in other parts of the department as needed.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of basic mathematics sufficient to make calculations.
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of basic filing systems and coding methods, including alphabetical, numeric indexing methods, etc.
- Knowledge of principles of accounting.
- Knowledge of general auditing procedures.
- Knowledge of Delta software, Microsoft Excel and Microsoft Word.
- Ability to communicate both verbally and in writing.
- Ability to read and comprehend departmental rules, regulations, procedures and instructions.
- Ability to understand verbal instructions and directions.
- Ability to perform moderately complex mathematical calculations, with or without a calculator.
- Ability to operate basic office equipment, including computers and optical scanning equipment.
- 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 plus two (2) years of clerical experience, which involved dealing with accounting records or an equivalent combination of education and experience.
- Experience in a Probate or similar governmental organization 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.