

# MARSHALL COUNTY, ALABAMA

## Job Description

### CLERK, PROBATE ACCOUNTING

**Department:** Probate

**Job Code:** 164

**Pay Grade:** 106

**FLSA Status:** Non-Exempt

**Reports To:** Probate Judge

#### JOB SUMMARY

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

#### ESSENTIAL JOB FUNCTIONS

- Receives money and information from Probate Clerks and makes deposits or otherwise processes.
- Makes deposits to General and Sales Tax Accounts on a daily basis.
- Processes refunds daily and credits or deletions, as needed.
- Prints financial reports and other financial materials, as needed.
- Prints monthly cashbooks.
- Prints monthly reports (motor vehicle, ad valorem, boat, and recording taxes and fees).
- Prints checks for reports.
- Prints check parameter file with manual amounts.
- Prints check parameter file by vendor name.
- Prints cashbook for disbursements.
- Reconciles/balances various financial information sources.
- Reconciles bank statements for the General and Sales Accounts.
- Reconciles bank statements with cashbooks.
- Reconciles total on monthly reports with cashbooks.
- Balances disbursements with reports and cashbook.
- Posts various financial transactions manually or enter into the computer.
- Posts checks.
- Posts daily collections to cashbook and enters manual amounts.
- Posts over/short special-deposit report to General Ledger.
- Enters returned checks into the computer.
- Posts re-deposits to the returned checks file.
- Makes corrections or updates information on reports or files.
- Corrects errors on reports and reprints them.
- Updates remittance files for audit.
- Performs various clerical and related tasks, as needed.
- Checks daily boat reports and files receipts by class.
- Fills out worksheets and required report forms.
- Answers telephone and routes calls or checks records and answers questions.
- Assists in other parts of the department, as needed.
- Assists clerks in balancing cash drawers and finding errors.
- Acts as Assistant Election Manager, participating in all aspects of preparing for an election.
- Examine documents, figure costs, prepare forms, collect taxes and fees for land redemption.

- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

High school diploma or equivalent and two (2) years of experience in clerical work involving accounting records, or an equivalent combination of education and experience. Experience in a Probate or similar governmental organization preferred.

#### **Licenses or Certifications:**

- None

#### **Special Requirements:**

- None

#### **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.

### **PHYSICAL DEMANDS**

The work is sedentary and requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly. Additionally, the following additional physical abilities are required: sufficient manual dexterity to handle paperwork, operate a computer, telephone, copier, and other related office equipment. Speaking at a level to convey information, hearing at normal speaking levels, mental acuity, repetitive motion, reaching, standing, and walking. Visual acuity at a level to view computer terminal, analyze data, read extensively, and at a level to determine accuracy and thoroughness of work assigned.

### **WORKING CONDITIONS**

Work is performed in a relatively safe, secure, and stable office environment.

**Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or Personnel) Signature

\_\_\_\_\_  
Date

***Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.***