

Shelby County Government

POSITION DESCRIPTION

POSITION TITLE:	Finance Clerk	DEPARTMENT:	County Judge Executive
CLASSIFICATION:	Administrative	SUBMITTED BY:	Human Resources
SALARY RANGE:	\$10 to \$15/hour	APPROVED BY:	County Judge Executive

REPORTING RELATIONSHIPS

POSITION REPORTS TO: County Judge Executive

POSITIONS SUPERVISED: N/A

POSITION PURPOSE

The Finance Clerk assists the County Treasurer and Finance Officer with all duties of the Finance Office while under the overall supervision of the County Judge Executive.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Compiles monthly bills from all county departments and other county owned or operated agencies.
2. Researches information on payables when requested.
3. Maintains county vehicle log.
4. Compiles reports showing paid utilities.
5. Monitors expenditures to ensure all accounts are staying within budget.
6. Maintains inter-office charges for vehicle service and use by the County Judge Executive's Office.
7. Maintains spreadsheets on cell phone usage.
8. Enters money taken in on excel spreadsheets for Treasurer and separately for 911.
9. Prepares excel sheets for balancing of accounts prior to daily deposits by Treasurer.
10. Writes purchase orders for utilities and processes payments for utilities.
11. Recovers claims for auditors during audits.
12. Bond Books: keep updated with current bonds and a log with such information.
13. Surplus vehicles: maintain ongoing log, tag keys, prepare folder, receive money once sold, prepare title appropriately, schedule pick-up times, take appropriate documentation to Co. Clerk's Office.
14. Processes vehicle registrations and transfers with the County Clerk for county owned vehicles.
15. Folds paycheck paperwork and prepares envelopes for same.
16. Receipts, date stamps and logs daily various deposit money.
17. Sorts old time cards and payroll sheets and puts in proper order.
18. Performs other duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- ▶ Graduation from an accredited high school or equivalency (GED),
- ▶ Associates Degree in Accounting preferred but not required, experience may be substituted.

EXPERIENCE

- ▶ 2-4 years of responsible bookkeeping or accounting experience, preferably in the public sector.
- ▶ Microsoft Word, Excel, Power Point and Database Software experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Considerable knowledge of finance and accounting.
2. Knowledge of and ability to operate standard equipment used in office setting.
3. Computer skills and the ability to utilize specialized software.
4. Ability to understand and implement oral and written instructions.
5. Ability to make mathematical computations with speed and accuracy by hand and machine.
6. Ability to establish effective working relationships with county officials, department employees and the public.

CONDITONS OF EMPLOYMENT: Participation in CERS (County Employee Retirement System)-Non-Hazardous
Participation in Payroll Direct Deposit Program
Pre-Employment Background Check
Must Be Bondable
Notary Public

WORKING CONDITIONS PHYSICAL EFFORT:

- ▶ Work is typically performed indoors sitting at a desk with intermittent sitting, standing and stooping.
- ▶ Lifting to 25 pounds is requirement of the position.

OVERTIME REQUIREMENTS: Non-Exempt

AVAILABILITY: Regular Shift may be contacted on emergency basis.

INTENT AND FUNCTIONS OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral task, only incidentally related to each position, have been excluded. Requirements, skills, and abilities however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the American Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reasons not prohibited by law.