

JOB DESCRIPTION - CALHOUN COUNTY CLERK OF COURT AND COUNTY COMPTROLLER

JOB TITLE: DEPUTY CLERK – STAFF ACCOUNTANT/BOOKKEEPER

MAJOR PURPOSE OF JOB: Performs a variety of accounting/bookkeeping functions for the Clerk of Court and County Comptroller.

EMPLOYEE CLASSIFICATION: Regular Full-Time Employee – 40 Hour Workweek – Nonexempt Status

MAJOR DUTIES

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Compile, analyze, post financial information to general ledger accounts and prepare reconciliations.
- Maintain and reconcile all County insurance policies.
- Maintain fixed asset records for the Clerk as County Comptroller including coordination of the annual inventory of County fixed assets.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES

- Knowledge of modern office practices, procedures and methods using automated accounting systems and spreadsheets, word processing and document imaging.
- Working knowledge of accounting processes.
- Ability to perform large volumes of numerical detail work and produce timely output with a high degree of accuracy.
- Ability to perform mathematical computations and prepare financial and other records in a systematic manner using appropriate spelling and grammar.
- Ability to understand and carry out complex oral and written instructions and make sound judgment decisions in accordance with rules and regulations.
- Ability to work effectively as a team yet function well with independent responsibilities.

MINIMUM QUALIFICATIONS

An Associate's degree or equivalent from a two-year college or technical school with major course work in accounting, business or a related field or four years' related experience providing the required knowledge, skills and abilities to perform the essential functions of the job and a passing score on written tests. Bachelor's degree in accounting, or finance is a plus.

APPOINTING AUTHORITY MAY REQUIRE

Possession of a Valid Driver License.

PHYSICAL DEMANDS

Walking, standing, or sitting for extended periods of time. Requires some stooping, lifting and bending. Must be able to lift up to 30 lbs.