

LINN COUNTY CLASSIFICATION

TITLE: SHERIFF ACCOUNTING CLERK

NUMBER: 025

PAY RANGE: 11

CATEGORY: DSA

APPROVAL ORDER

NUMBER: 2001-301

DATE: June 26, 2001

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Serves as a general accounting clerk for the Sheriff's Office, processing various transactions for payment and recording. Deals with payroll and accounts payable transactions, maintains related records, and prepares reports.

SUPERVISION RECEIVED: Works under the supervision of the Support Services Division Director and Administrative Assistant who checks work for conformity to departmental policies and procedures.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of positions in this classification, but may serve as a lead worker and assist in the job orientation of new personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Compile payroll data for time sheets from each division and prepare for Accounting Office.
2. Prepare and process payroll information for new hires and terminations.
3. Maintain accurate payroll records and prepare necessary periodic reports.
4. Resolve problems relating to payroll and accounts payable processing.
5. Review and code invoices received from division heads and vendors for payment. Enter data into the accounting system.
6. Confer with vendors or the Accounting Office via telephone, correspondence or in person regarding accounts payable transactions.
7. Prepare and enter journal entries for fund transfers.
8. Develop and maintain effective, harmonious and reasonable work relationships with others.
9. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

10. Other duties as required.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of bookkeeping principles and practices, particularly as they relate to payroll and accounts payable as applied within the governmental arena. Considerable knowledge of office methods and procedures and fiscal records. Ability to use standard office equipment including basic knowledge of data processing; make involved and varied arithmetical computations rapidly and accurately; compile statistical data and compile necessary reports.

EXPERIENCE, EDUCATION AND TRAINING: Four years of responsible office experience to include at least two years of payroll and accounts payable work; graduation from a senior high school or possession of the equivalent GED Certificate supplemented by business school or college training in bookkeeping, accounting or related field; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written and oral interview as prescribed by the Sheriff's Office. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Must reside in Linn County or be willing to relocate if hired.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.