

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Accounting Clerk-Job Description
POLICY NUMBER: 2365
ADOPTED: June 13, 2016
REVIEWED: 05/10/16, 06/10/2020
REVISED: 07/13/20

2365.10 The Accounting Clerk is hired by the General Manager and Finance Officer working under the supervision of the Finance Officer and/or General Manager. The Accounting Clerk will be annually evaluated by the Finance Officer and/or General Manager.

The Accounting Clerk:

2365.11 Provides back-up to the Finance Officer and/or General Manager and District Secretary as needed.

2365.12 Performs a variety of duties related to the recording, classifying, examining and analyzing of District financial transactions and associated data and records. Answers phone, takes payments and helps customers.

2365.13 Provides accounting services to management by maintaining the records of accounts, processing payroll, issuing checks, and preparing spreadsheets, reports and statements.

2365.14 Performs a variety of duties related to providing information requested by customers and other members of the public having an interest in District finances at the direction of the Finance Officer and/or General Manager. The Accounting Clerk may bring financial concerns to the Board of Directors anytime he/she feels necessary.

2365.20 Prerequisite Qualifications

2365.21 A pre-employment physical shall be performed, at district expense, prior to employment. As this position requires the employee to perform labor requiring manual dexterity, the successful employee will be of adequate health and physical fitness, as determined by a physician, to perform the required duties. A pre-employment drug screening and a live scan is also required as a condition of district employment.

2365.22 High School Diploma required. Accounting, economics, business administration or a related field, experience and/or training in public agency accounting, payroll management and bookkeeping is desired. Experience with public agency accounting computer software, the District's current word processing and spreadsheet software, or equivalent combination of education and experience.

2365.23 Valid California driver license and satisfactory driving record.

2365.30 Basic Work Hours: Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, however, this position is part-time not to exceed 20 hours in one week or 30 hours in one month.

2365.40 Essential Job Duties:

2365.41 The Accounting Clerk is required to work as necessary to complete projects and job functions. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. The essential job duties for this position include, but are not limited to:

2365.42 Task: Performs accounting tasks, including writing journal entries, inputting data to the computer system, and using calculator and computer to balance general ledgers and do other accounting calculations.

Physical Demand: Sitting, close vision, use of hands to finger, handle or feel objects tools or controls, operating a computer.

2365.43 Task: Does some District banking and/or post office.

Physical Demand: Sitting, standing, walking, driving vehicle, close and distance vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls.

2365.44 Task: Prepares hand written and typewritten reports, forms, questionnaires, etc. in response to inquiries or requirements of financial institutions and other county, state or federal agencies.

Physical Demand: Sitting, close vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, operating a computer and typewriter.

2365.45 Task: Writes/prints checks and warrants.

Physical Demand: Sitting, close vision, use of hands to write and to finger, handle or feel objects, tools or controls.

2365.46 Task: Communicates with District customers and members of the public having an interest in District affairs, to provide requested information and resolve complaints and/or problems.

Physical Demand: Sitting, standing, walking, close vision, speaking, hearing, driving vehicle.

2365.50 Marginal Job Duties

2365.51 Task: Operation of telephone, two-way radio, cash register, copier, facsimile machine, typewriter, printers and other related business machines, and accesses file cabinets and data storage facilities.

Physical Demand: Sitting, standing, stooping, bending, squatting, walking, occasionally lifting and carrying up to 50 lbs., pushing, pulling, close vision, speaking, hearing, use of hands to finger, handle feel objects, tools or controls.

2365.60 Environmental Demands:

2365.61 Outside: Travels to do out-of-office business in a variety of weather conditions including, rain, snow and heat to +100 degrees Fahrenheit.

2365.62 Inside: Usually works indoors in temperature-controlled environment.

2365.63 Fumes/Gases: Exposure to various colognes/perfumes, infrequent exposure to fumes/dust from printing cartridges.

2365.64 Noise/Vibration: Business/office machines, office located in close proximity to highway traffic.

2365.70 Mental Requirements:

2365.71 Reading: Reads complex manuals and instructions for computer software and hardware, letters, reports, memos, messages, etc.

2365.72 Writing: Creates reports, presentations, memos, messages, and fills out information forms. Needs ability to use or quickly learn the latest version of the District's word-processing software.

2365.73 Math: Ability to work with mathematical concepts such as algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to use or quickly learn the District's current spreadsheet software.

2365.74 Attention to Detail: High level concentration and attention to detail for extended periods of time required to produce reports and spreadsheets.

2365.75 Repetition: Repetitive data entry to journals and computer system for accounting purposes.

2365.76 Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of audit instructions in mathematical or verbal form, and deal with several abstract and concrete variables. Ability to work with others and formulate appropriate instructions to achieve desired goals.

2365.77 Social Skills: Ability to relate cooperatively with members of the public, Directors and District personnel on a constant and face-to-face basis.

2365.78 Communication Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others.

2365.80 This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.