

# ACCOUNTING CLERK I

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<b>Department:</b>	Finance	<b>Reports To:</b>	Accountant III
<b>Division:</b>	Administration	<b>Location:</b>	Administration Building
<b>FLSA Status:</b>	Non-Exempt	<b>Classification:</b>	Full-Time/Civil Service
<b>Approved By:</b>	Accounting Manager	<b>Date of Approval:</b>	October 2002
<b>Pay Grade Level:</b>	1		

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## JOB SUMMARY

Responsible for the performance of basic and routine clerical and administrative duties required in the daily administration of the Lafourche Parish Finance Department by performing the following duties.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Writes, types, or enters information into computer to prepare correspondence, invoices, statements, receipts, checks, or other documents, copying information from one record to another
- Proofreads records or forms
- Counts, weighs, or measures documents/materials
- Assists in compiling and sorting records of items purchased or transferred between departments, such as invoices, checks, prices, deliveries, and inventories in substantiation of financial transactions
- Prepares and issues purchase orders and forwards copies to appropriate vendors and parish staff
- Verifies total costs of items purchased, delivery charges, etc. against purchase order; files completed vouchers, and forwards proper documents for final processing of accounting records
- Addresses envelopes and packages; stuffs envelopes by hand; stamps, sorts, and prepares mail; Reads and routes incoming mail. Locates and attaches appropriate file/back-up information to correspondence to be answered by the Accountant III, Accounting Manager, or the Director of Finance; prepares outgoing mail
- Organizes and maintains file system and files correspondence and other records
- Answers and screens departmental phone calls

- Stamps or numbers forms by hand or machine
- Photocopies documents
- Greets scheduled visitors and directs to appropriate area or person

Other duties may be assigned.

### **ADDITIONAL RESPONSIBILITIES**

- Assists in the completion of the annual audit by retrieving departmental records and photocopying
- Performs support duties for other departmental clerks
- All parish government employees in a declared emergency shall be considered essential personnel

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Listens and gets clarification.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Dependability - Follows instructions, responds to management direction.

Initiative - Seeks increased responsibilities; Asks for and offers help when needed.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

**Education and/or Experience.** High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**Language Skills.** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Mathematical Skills.** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability.** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills.** To perform this job successfully, an individual should have knowledge of Accounting software; Spreadsheet software and Word Processing software.

**Certificates, Licenses, Registrations.** Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

**Other Skills and Abilities.** Must possess basic knowledge of the methods, practices, and procedures in general office practices and procedures, which also includes basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software (Microsoft Word, Corel WordPerfect, Excel, Quattro Pro 8, and Lotus 123, preferred), business English, spelling, punctuation, and methods and techniques in record keeping and filing system.

## **OTHER QUALIFICATIONS**

- Ability to type at least 30 words per minute and possess skills in proper formatting of a variety of correspondence, reports, and other material
- Ability to be bonded
- Ability to deal courteously and effectively with the public, government officials, and other employees of the Lafourche Parish Government

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.