

ACCOUNTING CLERK II

Department:	Finance	Reports To:	Accountant III
Division:	Administration	Location:	Administration Building
FLSA Status:	Non-Exempt	Classification:	Full-Time/Civil Service
Approved By:	Accounting Manager	Date of Approval:	October 2002
Pay Grade Level:	2		

JOB SUMMARY

Responsible for the performance of entry-level bookkeeping activities and tasks involving the keeping of accounting records for assigned funds, applying accepted procedures in the preparation and maintenance of accounting and other records regarding employee payroll, street assessments, fixed assets, and vehicle insurance; and preparing financial, statistical, and/or basic financial reports 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
- Performs all accounting tasks required in the Lafourche Parish Street Assessment Program; posts payments on street assessments and maintains updated roster of delinquent accounts
- Prepares manual transfer checks from all funds to cover accounts payable costs and interfund transfers for state and federal grant administrative purposes
- Prepares vouchers, invoices, checks, account statements, reports, and other financial records/documents and reviews for accuracy
- Monitors assigned accounts payable and receivables to ensure that payments are up to date
- Codes data for input to financial data processing system according to company procedures
- Reviews mathematical accuracy of all invoices submitted to ensure that all are within budgetary limitations and sufficient completion of annual audit
- Answers and screens departmental phone calls

- Greets scheduled visitors and directs to appropriate area or person

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- Performs the job duties of other departmental clerks, as needed
- Assists in the completion of annual audit by retrieving departmental records and photocopying
- May receive and refer complaints received from vendors, employees, and departmental supervisors regarding the status of invoice payments and delivery of materials/supplies ordered
- 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:

Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills.

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

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Listens and gets clarification; Participates in meetings.

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

Teamwork - Balances team and individual responsibilities.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Dependability - Follows instructions, responds to management direction.

Initiative - Undertakes self-development activities; Seeks increased responsibilities.

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 State.

Education and/or Experience. One-year certificate from college or technical school; or one (1) to three (3) years related experience and/or training; or equivalent combination of education and experience.

Language Skills. Ability to read and comprehend detailed instructions, correspondence, and memos. Ability to write 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 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 general knowledge of the methods, practices, and procedures in general bookkeeping/accounting practices and procedures, which also include 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, and Lotus 123, preferred), business English, spelling, punctuation, and methods and techniques in record keeping and filing systems.

OTHER QUALIFICATIONS

- Ability to be bonded
- Ability to deal courteously and effectively with the public, governmental 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 or 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.