

ACCOUNTING CLERK III

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:	3		

JOB SUMMARY

Computes, classifies, records, and verifies numerical data for use in maintaining accounting records by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Compiles and sorts documents, such as invoices and checks, substantiating business transactions
- Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts to ledgers or computer spreadsheets and databases
- Audits invoices against purchase orders, researches discrepancies, and approves for payment
- Investigates problems that vendors or purchasing agents have with obtaining payment for bills
- Computes and records charges, refunds, cost of lost or damaged goods, freight charges, rentals, and similar items
- Prepares vouchers, invoices, checks, account statements, reports, and other records, and reviews for accuracy
- Reconciles general ledger accounts with various registers
- Extracts general ledger information
- Compiles cost reports and revenue and balance sheets
- Reconciles bank statements
- Monitors loans and accounts payable and receivable to ensure that payments are up to date

- Reconciles report discrepancies and problems
- Codes data for input to financial data processing system according to company procedures
- Reviews, balances, and interprets computer reports, and makes corrections
- Assists employees, vendors, clients, or customers by answering questions related to accounts, procedures, and services
- Analyzes and organizes office operations and procedures such as preparation of payrolls, personnel, information management, filing systems, requisition of supplies, and other clerical services
- Maximizes office productivity through proficient use of appropriate software applications
- Researches and develops resources that create timely and efficient workflow
- Greets scheduled visitors and directs to appropriate person or area
- All parish government employees in a declared emergency shall be considered essential personnel

Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

May supervise part-time, temporary, and permanent clerical staff in the performance of job duties. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

COMPETENCIES

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

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.

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

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Listens and gets clarification; Demonstrates group presentation skills; 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.

Dependability - Follows instructions, responds to management direction; Keeps commitments.

Initiative - Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks.

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. Associate's degree (A. A.) or equivalent from two-year college or technical school; or three (3) to five (5) years related experience and/or training; or equivalent combination of education and experience.

Language Skills. Ability to read and comprehend detailed and complex 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 and complex 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.