



## JOB DESCRIPTION

Division/Department:	Finance Office
Job Title:	Accounting Clerk
Reports to:	Fiscal Officer or designee
Type of Position:	FLSA Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt Schedule: 8 am – 4:30 pm, M-F (40 hours per week)
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Volunteer <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid	

### SUMMARY

Under general supervision, this position performs accounts payable and account receivable in an accurate, efficient, and timely manner. Must be able to complete all aspects of the Fiscal Office procedures, such as but not limited to deposits, adjusting journal entries, accounts payable, accounts receivable processes.

### SUPERVISORY RESPONSIBILITIES

None

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Process payments in compliance with financial policies and procedures
- Perform day to day financial transactions, including verifying, classifying, and recording accounts payable/receivable data
- Perform and maintain filing and records
- Generate reports
- Understand expense accounts and cost centers
- Understands compliance issues around accounts payable processes
- Assist in the preparation for audits
- Perform clerical function as assigned
- Serves as backup to front desk duties
- Respond to general and routine inquiries
- Perform other duties as assigned

### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and understanding of and compliance with all Township and department-specific policies and procedures
- Knowledge of basic office administration best practices and procedures, and proper etiquette
- Knowledge of basic Township government organization and operations
- Knowledge of correct English usage (spelling, grammar, punctuation, and vocabulary)
- Knowledge of basic accounting principles and practices
- Ability to perform basic mathematical calculations
- Ability to accept and follow spoken and written directions
- Ability to work with minimal supervision
- Ability to maintain a valid Ohio Driver's License and insurability under the Township's vehicle



- insurance policy
- Ability to use standard Microsoft Office 365 and industry-related software and applications
- Ability to use a personal computer, a basic calculator, and other modern standard office equipment

**PHYSICAL REQUIREMENTS**

- Frequently sits
- Sometimes walks and stands
- Always uses arms and hands to perform routine and/or repetitive tasks
- Occasionally bends, squats, kneels, and reaches away from body and overhead
- Occasionally lifts, pushes, and pulls objects up to 20 pounds
- Always hears, reads, writes, understands, and clearly articulates the English language

**LICENSURE AND CERTIFICATION REQUIREMENTS**

NONE

**OTHER MINIMUM REQUIREMENTS**

- High School Diploma or GED; Associates degree in Accounting or related field preferred
- Proficient in Microsoft Office
- Strong attention to detail required
- At least three (3) years' experience performing bookkeeping or clerical accounting work
- Valid Ohio Driver's License
- Ability to pass required background checks
- Public sector government knowledge preferred

***This job description is intended to provide some illustrative examples of the duties and essential functions of this position but should not be interpreted to describe all the work or essential duties and responsibilities which may be required of employees holding this position.***

PRINT EMPLOYEE SIGNATURE:
EMPLOYEE SIGNATURE:
DATE ACKNOWLEDGED: