

**OTERO COUNTY DEPARTMENT OF HUMAN SERVICES
ACCOUNTING CLERK**

Department Head Approval Donna Behal Date 7-28-20

Commissioner Approval Jim Ball Pat P. [unclear] Keith Goodwin
Date 7/27/20

GENERAL STATEMENT OF DUTIES

Position performs skilled accounting and office clerical work. Performs clerical assignments, which include the responsibility to determine individual methods or practices based on interpretation of existing procedures. Assignments are varied and require skill in organizing and prioritizing tasks.

DUTIES

Maintains and analyzes fund accounts; monitors, reviews and projects expenditures for Options for Long Term Care, Area Agency on Aging, Community Service Block Grant and ad-hoc programs. Prepares documents for reimbursement of grants. Reviews transactions to assure conformance to statutes, rules, regulations, and procedures. Requests funds based on allocations, prior expenditures, and adjustments on actual funds. Reconciles reimbursement from the state.

Assists in the administration of various programs including coordinating and implementing procedures and communications and serving as the primary liaison between the agency, state office and public.

Prepares and monitors budget for AAA, CSBG, OLTC and other grants as appropriate. Makes budget projection, monitors expenditures.

Holds lead responsibility for training, implementation, and data entry/management of Area Agency on Aging data collection services throughout the region. Provides technical assistance to other AAA's regarding data collection programs.

Prepares monthly, quarterly, and annual statistical reports on financial and performance activity to ensure expenditures are within budget allocations. Processes time sheets for the purpose of charging staff time to various programs. Prepares monthly payroll breakdown for adult services unit. Monitors county allocation to Otero County Senior Centers. Approves Swink Senior Center coordinator timesheet.

Provides routine information by phone and to visitors; assists clients with requests, referring unusual situations to supervisor or appropriate department. Provides technical assistance to subcontractors.

Develops and maintains tracking systems as needed for various programs.

Administers AAA Material Aid program including processing applications and proposing guidelines.

Prepares purchase orders and vouchers in accordance with established procedures or policies. Determines proper line item codes and programs.

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Notifies appropriate personnel of incomplete or incorrect accounting documentation and requests revised paperwork or additional information.

Answers questions concerning payments, deadlines, etc., and procedures used to process transactions by department. Acts on behalf of Adult Service Manager in the chain of command.

Assists, balances, close accounts; prepares year-end financial statements.

Maintains records and documentation for audit purposes for county and state. Maintains filing system to ensure quick and easy access to financial information.

Other duties as assigned including providing back up for clerk/receptionist; assist in reviewing, approving and denying CSBG Economic Assistance applications.

JOB REQUIREMENTS AND DIFFICULTY OF WORK

Some understanding of double entry bookkeeping. Knowledge of office practices and procedures. Knowledge of generic accounting documents such as receipts, vouchers, journals, ledgers, invoices and their uses in the accounting system. Knowledge of bookkeeping practices and procedures e.g., posting of journals, reconciling totals, verification, extending invoices. Ability to make mathematical computations rapidly and accurately. Ability to learn a variety of bookkeeping and accounting principles, techniques, procedures, and methods. Ability to operate office machines; basic skills in operating automated accounting systems, including data entry, reconciling input to output, solving edit problems, retrieving reports. Ability to adapt to new procedures, practices, techniques, etc.; ability to identify problems, errors or irregularities and resolve or refer them to the supervisor. Must have basic computer skills and be proficient in Excel.

Performs accounting tasks, which require the knowledge of rules, regulations, procedures, and methods governing the type of accounting transactions. Employees at this level are expected to perform standard work assignments with little supervision.

RESPONSIBILITY

Position is expected to resolve problems. Supervisor looks at final results to ensure compliance with rules, regulations, and policies. Position makes choices and takes initiative in performing a variety of assignments or tasks. Errors in the majority of the work could have a significant financial impact and would cause adverse effects on agency operations.

MINIMUM QUALIFICATIONS

Education: AA in Business related field or

Experience: Two years in job related field

SPECIAL REQUIREMENTS

Valid Colorado State Driver's license and insurance
Reliable transportation

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ESSENTIAL FUNCTIONS OF THE JOB

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.

The work is performed in a standard office environment requiring normal physical effort. Requires sitting for extended periods of time, and occasional walking. Requires dexterous use of both hands. Requires corrected vision and hearing. Specific vision abilities by this position include close vision and the ability to adjust focus. Ability to lift and/or move up to 10 pounds. The noise level in the work environment is usually moderately quiet.

PERSONAL WORK RELATIONSHIPS

Contacts are with the public, department units, auditor, county and state office for the purpose of explanation of rules, regulations, policies, and procedures required in order to render service, carry out policies, and maintain coordination.

POLICY REQUIREMENTS

Formal application, rating of education and experience; written exam; oral interview and reference check. Job related tests might be required.

Employment is contingent upon the applicant passing a pre-employment medical physical and mandatory drug test.

Verification of any combination of driving record, criminal history and/or workers' compensation history.

No medical inquiries will be made or workers' compensation information gathered until a conditional job offer has been given to the applicant.

AFFIDAVIT

I certify that I understand the description of this job, the Essential Functions, and Policy Requirements as stated above. Furthermore, I certify that I am able to perform the duties and responsibilities as outlined above.

Signature _____ Date _____

The 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.