



**ACCOUNTING CLERK -- FINANCE (part-time)**

CLASSIFICATION	F
RANGE	<b>\$12.50 PER HOUR</b>
FLSA	NON-EXEMPT

**GENERAL STATEMENT OF DUTIES:**

Performs varied job duties of a clerical nature within the Financial Services Department. Work period is anticipated to be approximately 24 hours per week, working flexible hours weekdays between 8:30 a.m. and 5:00 p.m. Specific work hours may be necessary at times depending upon the needs of the department and to meet scheduled deadlines.

**DISTINGUISHING FEATURES OF THE CLASS:**

An employee in this class performs clerical work involving maintenance of files, both physical and electronic. The Accounting Clerk -- Finance must also be able to perform a variety of routine clerical functions and general office duties. This position reports to the Director of Finance. Emphasis on technology skills, financial system utility, and internet-based software.

**EXAMPLES OF WORK** *(Illustrative Only):*

- Utilize on-line financial system software, including templates and other system resources, including document scans, report generation and customization.
- Utilize on-line purchasing card software and other on-line and network systems and utilities as required.
- Perform a wide variety of clerical and general office tasks to include document scanning, stuffing checks, receiving and distributing of departmental mail.
- Assist with special projects and assembling information to prepare for various departmental audits.
- Update and/or create Excel spreadsheets as required.
- Maintain vendor file information to ensure compliance with W-9 and/or 1099 requirements.
- Assist the Bookkeeper I with accounts payable processing.
- Perform other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of office procedures, terminology, on-line and networked computer software applications and equipment, and clerical methods used in accounting processes. Must have the ability to quickly develop proficiency and high productivity in on-line and other computer systems to include data entry, processing, reporting. Must have a working knowledge of Microsoft Office products. Must have the ability to communicate effectively both verbally and in writing to internal and external customers. Ability to perform mathematical and analytical functions quickly and accurately. Ability to establish and maintain files and records.

**ACCEPTABLE EDUCATION AND EXPERIENCE:**

Education equivalent to graduation from high school. Experience in bookkeeping, accounts payable, or general accounting operations required. General ledger and accounts payable experience using enterprise and on-line software strongly preferred.