

# LINN COUNTY CLASSIFICATION

**TITLE: ACCOUNTING CLERK 1**  
**NUMBER: 027**  
**PAY RANGE: 09**  
**CATEGORY: SEIU**

**APPROVAL ORDER NUMBER: 2017-311**  
**DATE: SEPTEMBER 5, 2017**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Serve as a basic level accounting clerk for the County, processing various transactions for payment and recording. Primary responsibility is accounts payable transactions and maintenance of all related records, preparation of reports, payroll support, data preparation/entry, and monitoring for errors; responsible for receptionist duties and a broad variety of general office clerical support tasks.

SUPERVISION RECEIVED: Works under the supervision of the accountant who checks work for conformity to departmental policies and procedures. May receive lead worker orientation/direction from Payroll Specialist/Analyst.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of positions in this class, but an incumbent may assist in the job orientation of new personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Prepare a broad variety of correspondence including letters, reports and numerically oriented material.
2. Review invoices received from departments to determine that necessary information is included and prepare invoices for payment. Enter data of all types into the accounting system.
3. Prepare checks and remittances for distribution.
4. Confer with vendors or departments via telephone, correspondence or in person regarding all types of transactions.
5. Provide auditor with accounts payable invoice information, check registers, fixed asset documentation and manual journal entry as requested.
6. Responsible for 1099 reporting requirement to vendors, the Internal Revenue Service (IRS) and the State of Oregon.
7. May assist in Payroll and human resources as needed.
8. Make payments to governmental, insurance, retirement agencies and other vendors after payroll is processed each month.

9. Maintain a computer based fixed asset system, which includes sending notices to all departments for annual additions, deletions and updating information to the fixed asset systems; collect capital outlay invoices for annual audit purposes and permanent record.
10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. Maintain regular and predictable work attendance.

**OTHER FUNCTIONS:** This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL AND ABILITY:** Thorough knowledge of bookkeeping principles and practices, particularly relating to accounts payable as applied within the governmental arena. Knowledge of payroll processing desirable. Ability to use standard office equipment including basic knowledge of data processing and a personal computer; ability to compile statistical data and prepare necessary reports; ability to make involved and varied mathematical computations rapidly and accurately; ability to establish and maintain harmonious working relationships with fellow employees, supervisors, other County personnel and the general public.

**EXPERIENCE, EDUCATION AND TRAINING:** Graduation from a senior high school, supplemented by additional training in bookkeeping, accounting or related field plus two years of responsible office experience including at least one year of accounts payable work or an equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

**NECESSARY SPECIAL QUALIFICATIONS:** Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move 30 pounds.