

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**In the Matter of an Order Approving a)
Grade and Step Increase for Accounting)
Clerk – Accounts Payable and Payroll)**

ORDER NO. 23335

WHEREAS, it is the recommendation of Michael E. Fitzgerald, Director of County Operations, that Ida Swank, currently an Accounting Clerk – Accounts Payable and Payroll at .5FTE, Salary Range E, Step 1 at \$2,065/month, be increased to Salary Range F, Step 2 at \$2,186/month; and

WHEREAS, the job description with the new classification is attached hereto and incorporated by reference; and

WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation.

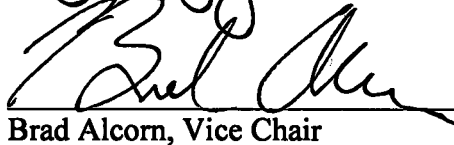
NOW, THEREFORE, IT IS HEREBY ORDERED THAT that the above stated hire be in effect as of October 1, 2023.

DATED this 6th day of December, 2023.

BOARD OF CURRY COUNTY COMMISSIONERS

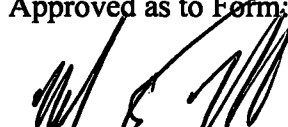


John Herzog, Chair

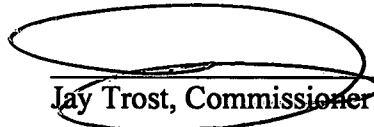


Brad Alcorn, Vice Chair

Approved as to Form:



Michael E. Fitzgerald, OSB #950738
Curry County Legal Counsel



Jay Trost, Commissioner

CJ 2023-370
Curry County Clerk, Shelley Denney
Filed Date 12 19 23
Time 10:40AM - 4pgs
Deputy S. Lindsey Harris

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Accounting Clerk - Accounts Payable and Payroll

EXEMPT: No

SALARY LEVEL: F

SUPERVISOR: Assistant Finance Director

PREPARED BY: Finance Director

November 2023

POSITION SUMMARY:

Performs general accounting duties The responsibility of an employee in this classification extends over a complete set of transactions within a specialized accounting system including accounts payable, payroll and other accounting functions of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Accounts Payable:

1. Audits claims presented for payment by the county for proper classification, authorization and support documentation. Prepares checks for payment of properly authorized and documented claims. Prepares properly documented claims for approval by County Accountant for payments not associated to a specific department to vendors and other entities.
2. Controls the issuance of checks in compliance with Accounts Payable processing policy. Records and posts expenditure related transactions to accounting records. Monitors departmental expenditures to assure compliance with appropriations set in the annual budget. Maintains control of vendor records.
3. Coordinates the preparation and issuance of Form 1099 to vendors. Prepares and publishes required notice of schedule of expenditures according to ORS 294.250. Prepares claims for payments not associated to a specific department or for the Finance Department to vendors and other entities. Prepares activity and expenditure reports as required.
4. Serves as primary point of contact in the Finance Department for vendor and departmental inquiries as to the status of payments/claims. Assures compliance and maintains tracking of contracts and other accounts payable related agreements entered into by the County.

5. Assists in the preparation of fiscal year-end reports and supporting schedules. Assists in monitoring cost accounting activity for intra-governmental service funds.
6. Serves as the Fiscal Services Petty Cash Custodian. Maintains office supplies for both the Finance and Human Resource functions of the office.

Payroll:

7. Prepares payroll data for input into computer; processes checks, prepares various employee benefits reports. Answers employees' questions concerning their pay checks.
8. Answers a variety of questions regarding Payroll and Human Resources in the absence of the Payroll/HR Coordinator. Serves as backup to the Payroll/HR Coordinator.

SUPERVISORY REQUIREMENTS:

This position normally does not supervise the work of others.

Incumbents of this class are responsible for reviewing work from other departments or sources and verifying its accuracy. Work is performed under general supervision and is reviewed primarily on the basis of results obtained. Incumbent is generally expected to independently perform and complete work assignments.

QUALIFICATION REQUIREMENTS:

Knowledge of . . .

- Accounting practices used in the day-to-day maintenance of county fund accounts.
- Personal computers and related applications such as word processing and spreadsheets.
- accounting principles and practices including double entry bookkeeping

Ability to . . .

- Efficiently plan and organize work to meet mandatory deadlines.
- Interpret new regulations and policies relating to accounting and budgeting.
- Assist in the development and implementation of fiscal policies and procedures which are in accordance with regulations and policies affecting Curry County.
- Compose clear and concise fiscal reports and records.
- Maintain effective working relations with elected officials, department heads and other county employees.

EDUCATION AND/OR EXPERIENCE:

High school graduation or equivalency; three years of progressively responsible clerical work in the accounting area with exposure to basic accounting principles; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work is generally performed in an office environment. The noise level in the work environment is usually moderately quiet.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.