

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

**IN THE MATTER OF ADOPTING A
POSITION DESCRIPTION FOR AN
EXISTING POSITION**

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ORDER NO: 23041

WHEREAS, it is the recommendation of Brad Rueckert, Finance Director, that the attached position description be adopted for the following position:

Sr. Accounting Clerk
Position Title

F
Range

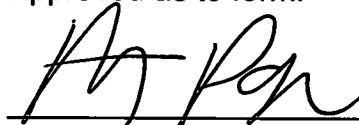
WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation;

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated recommendation be in effect as of February 2, 2022. This description replaces any previous description approved for this position.

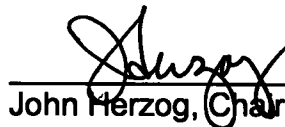
Dated this 2nd day of February, 2022.

CURRY COUNTY BOARD OF COMMISSIONERS

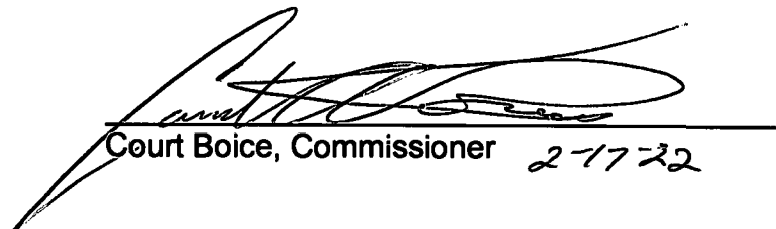
Approved as to form:



Anthony Pope
Curry County Legal Counsel


John Herzog, Chair

Christopher S Paasch, Vice Chair


Court Boice, Commissioner 2-17-22

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Senior Accounting Clerk– Finance Department

EXEMPT: No
SALARY LEVEL: F
SUPERVISOR: Finance Director
PREPARED BY: Finance Director

January 2022

POSITION SUMMARY:

Performs moderately complex work involving the application of bookkeeping and accounting principles in the maintenance of manual and computerized municipal financial records compliant with Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB). Performs a variety of professional accounting and fiscal record keeping activities as assigned. Incumbents in this classification also perform specific accounting functions, i.e., accounts receivable, accounts payable, cash allocation, journal entries, and general ledger account reconciliation. Understands all obligations of ORS 210. This position provides accounting support to all departments as directed by Finance Director. Performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

An employee in this class may perform any of the following duties. However, these examples do not include all of the specific tasks which an employee may be expected to perform.

Examples of Work: (Illustrative only)

Provides exemplary customer service and maintains good working relations with other departments, employees, officials, community leaders, vendors, auditors, etc.

Compiles specialized departmental or county-wide accounting and financial data.

Assists in preparing interim, quarterly and annual financial and status reports in accordance with policy and directives of agency requiring the report; May compile data from all accounting records and verify accuracy to record balance, revenues and expenditures for statements. Balances income and expenditures to proper accounts in accordance with legal and county requirements.

Assists in the preparation and auditing of monthly financial statements and management reports as directed by Finance Director. Makes available to all departments and distributes as needed.

Assists in the preparation of fiscal year end reports and supporting schedules as directed by the Finance Director.

Assists with reconciling bank statements and assists with audit preparation. Performs daily cash allocation as assigned. Serves as the Finance Petty Cash custodian.

JOB DESCRIPTION
JOB TITLE: Senior Accounting Clerk – Finance Department – Page 2

ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

Provides back-up support for Accounts Payable, Payroll and Human Resources.

Helps with records retention for Finance Department.

Assists in preparation of the budget document for presentation to the Budget Committee and Board of Commissioners for adoption and distribution of document after adopted. Assists in inputting annual budget to system and publication of all required legal notices as directed by Finance Director.

Conducts special projects as assigned. Generally projects are related to the financial or accounting activities of the County and may require a variety of clerical and para-accountant activities.

Assists in preparing, maintaining and reconciling all related financial records and reports in areas such as: accounts receivable and accounts payable journals; contract or grant accounting; fixed asset records; cost accounting; audit schedules and related work papers as directed by Finance Director.

ACCOUNTS PAYABLE: Audit claims presented for payment by the County for proper classification, authorization and support documentation in accordance with GAAP and GASB, Federal, State and Local Laws, regulations, and County policies. Prepare and properly document claims not associated to a specific department for approval by Finance Director. Controls the issuance of checks in compliance with Accounts Payable processing policy. Serves as back up to the Accounts Payable Clerk.

GENERAL LEDGER: Maintain General Ledger accounts and reconcile as necessary. Review daily deposits for correct coding. Process daily cash allocation and reconcile as needed. Assists with review of monthly financial reports for consistency and correct coding. Maintains chart of accounts for new and changed accounts by fund; open new General Ledger accounts as requested by Finance Director. Prepares reconciling or correcting journal entries as necessary. Final journal entry coding review and post journal entry to computer system after appropriate official authorization and County Account review.

ANNUAL AUDIT: prepare audit schedules as directed by Finance Director. Prepare lease and contracts schedules.

CAPITAL ASSETS: Maintain capital asset documentation and General Ledger asset management system as directed by Finance Director. Reconcile Road capital asset inventory to General Ledger asset management inventory.

Other duties as assigned.

SUPERVISION RECEIVED:

This position works under the supervision of the Finance Director who reviews work for accuracy and conformance to established procedures.

JOB DESCRIPTION

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SUPERVISORY RESPONSIBILITIES:

Supervision of other employees is not normally a responsibility of an employee in this class. May serve as lead person in the absence of the Accounts Payable Clerk or the Finance Director. Train new employees on the process of Accounts Payable and the procedure for Journal entry forms.

QUALIFICATION REQUIREMENTS:

Considerable knowledge of modern accounting principles and practices including double entry bookkeeping and their application to governmental fund accounting. Considerable knowledge of computer processes and techniques. Knowledge in the operation of data processing functions. Specific experience/expertise in MS Office Suite including Excel and Word; Caselle or similar governmental accounting software a plus.

Knowledge of County Personnel Rules and IRS rules for proper claims regarding Per Diem/Employee Reimbursements and enforce the policies and procedures to assure compliance.

Understand and apply all aspects of the General Ledger account code classifications and numbering system.

Ability to perform detailed work involving numerical data. Ability to work independently with a minimum of supervision. Ability to communicate effectively both orally and in writing. Ability to follow oral and written instructions. Ability to work effectively with other employees and the general public. Ability to operate standard office machinery including personal computer, 10-key adding machine by touch with speed and accuracy, copier and FAX machine.

Efficiently plan, organize and direct work schedules to meet mandatory deadlines on a daily, weekly, monthly and annual basis.

Maintain good working relations with other departments, employees, officials, community leaders, vendors, auditors, etc.

Willingness to implement and be involved in new processes; able to adjust to changes in procedures; be involved in problem solving

Ability to plan, implement, monitor, modify standardized and specialized accounting methods, procedures, forms and records to meet the needs and requirements of the County

EDUCATION AND/OR EXPERIENCE:

High school graduation or equivalency supplemented by an additional two years of college level course work in finance or accounting; three years of progressively responsible experience in bookkeeping or accounting work, preferably in governmental accounting with experience in a computerized accounting operation; or any satisfactory equivalent combination of experience and training which ensures the ability to perform the work.

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PHYSICAL DEMANDS:

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.

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 ENVIRONMENT:

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