



PRINCE GEORGE COUNTY, VIRGINIA

July 2018

ACCOUNTING CLERK

FLSA Status: Non-Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate skilled clerical and technical work involving the preparation and maintenance of accounts payable, general ledger or related records; does related work as required. Work is performed under regular supervision.

This is sedentary work requiring the exertion of up to 30 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, kneeling, reaching, standing, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Preparing and maintaining complex accounting and general ledger records.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Processes vendor invoices; checks accuracy; ensures appropriate department approves and codes invoice;

Balances statements from vendors and resolves discrepancies;

Enters County batches weekly;

Assists department heads with questions regarding invoices.;

Processes newspaper ad invoices; requests tear sheets;

Maintains W-9 and 1099 information;

Prepares billings to external users for telephone charges;

Performs a wide variety of clerical account keeping and related tasks;

Operates typewriter, calculator, data processing and other office equipment incident to maintaining financial and related records;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the accounts payable and general ledger systems and procedures; general knowledge of bookkeeping terminology and methods; general knowledge of standard office procedures, practices and equipment; general knowledge of routine accounting principles; ability to maintain financial records and to prepare reports and statements; ability to make arithmetical computations quickly and accurately; ability to establish and maintain effective working relationships with vendors, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school supplemented by courses in bookkeeping and some accounts payable experience.