

Accounting Clerk/Computer Specialist

Jasper County, Iowa

Job Title: Accounting Clerk/Computer Specialist

Job Status: Part-Time

Category: Non-Exempt

Benefits: IPERS only

Department: Engineer's Office and Secondary Roads

Supervisor: Assistant to the Engineer

Duties of the Department: Maintenance of the Secondary Roads System in Jasper County.

General Job Description:

Perform general office, financial, and related clerical support tasks necessary to ensure the efficient operation of the office. Assists with departmental financial, operational, and payroll records according to established classification breakdowns and procedures, answers telephone, and two-way radio, dissemination of general information in written and oral form. Provides secretarial and related clerical support services involving typing, filing, assisting with processing bills and payroll; provides secretarial and related office support services to departmental staff.

Primary Duties and Responsibilities

- Assists with the maintenance of ledgers, cards and records by auditing and verifying invoices for proper prices, signatures, sales tax exemption, not previously paid, and related control and processing procedures; posts invoices to various accounts according to IDOT; prepares claims to support invoice, submits to Auditor for warrant processing.
- Assists with the maintenance of various employee logs and records relating to hours worked; sick and annual leave accrued and taken; compensatory time, worker's compensation and related payroll and personnel activity; pro-rated hours worked according to various account codes used by State and County Offices.
- Answers the telephone, and two-way radio, relaying messages to appropriate office and field staff, assists the public at counter with various permits or questions or complaints; provides information and completes various permits; enters complaints received from residents (via phone or walk-ins) into Beacon programs.
- Types forms, correspondence, permits, reports and related documents for Engineers office and field staff.
- Prepare and process dust control information received from vendors: create maps for individuals blade territories. Balance duct control totals for season end reimbursement.
- Maintains various database records: processing of rock tickets; driveway permits records, and land corner recorders.

Other Duties and Responsibilities

- Attends and participates in work related training and in-service meetings.
- Reports any observable safety, company work policy or rules violations to supervisor immediately.
- Responsible in demonstrating due care for the property, facility, and proprietary information.

- Demonstrates adaptability in performing a variety of duties, frequently changing from one task to another of a different nature without loss of efficiency or composure.
- Responsible for conducting work in a timely and safe manner, following safety rules, and attending necessary training.
- Conducts other duties as assigned.
- Demonstrates the ability to maintain accurate and current employee and departmental records.
- Responsible for knowing and following company policies and procedures as outlined in the employee handbook and for following and adhering to instructions, requests, and task assignments as given by Department Head.
- Assist with the processing of record accounts payable invoices and monthly expenses; projects expenses; enter, manipulates, retrieve and balance financial and statistical information in usable form.

Qualifications for the Job

General

- Must be able to perform receptionist functions, attending to general public and employees, providing support to department heads, follow directions and attend to work schedule.
- Must be able to speak and comprehend fluent English, both verbally and in writing, for communications, with Department Heads, employees, and general public.
- Must have knowledge of issues relevant to Engineers Office.
- Must stay current in regard to procedural/policy changes that directly impact services provided by department.

Computer Skills

- Basic knowledge of Microsoft office (Excel, Access, and Word). Strong computer skills a plus.

Key Competencies

Computer Skills, analytical skills and the ability to maintain Confidentiality and must be able to effectively communicate and understanding of the English language.

Physical Requirements

Must be able to communicate effectively with individuals on the phone and/or county radio system.

Must be able to interact with individuals at the front counter with reasonable accommodations

Must possess basic typing skills