

## Spokane County Library District

**CLASSIFICATION: N04****POSITION TITLE:** Accounting Clerk**GENERAL PURPOSE:**

Performs payroll, accounts payable/receivable, cashiering, and other clerical tasks.

**POSITION SUMMARY:**

Enters employee data for payroll into the computerized payroll system; processes accounts receivable, including cash collections from each library; prepares and verifies bank deposits; resolves and corrects discrepancies. Enters all monies received on account into the general ledger. Performs data entry for accounts payable; verifies batches for payment of invoices; prepares and prints accounts payable checks. Responsible for maintaining the retained payment vouchers for the State Auditor's periodic examination.

**ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Accurately enters individual employee data for payroll into the computerized payroll system and prints payroll reports; distributes and files payroll reports as directed.

Prepares direct deposit earnings statements for distribution.

Distributes and files the accounting reports as directed.

Maintains all backup paperwork for payroll and accounts payable.

Maintains updated Accounts Payable Vendor Files.

Inputs all approved invoices into computerized Accounts Payable system; prints Accounts Payable checks and distributes vendor payments; assembles all Accounts Payable vouchers and maintains the retained A/P voucher files per guidelines established by the State Auditor's Office.

Corresponds with vendors to determine their correct Tax Identification Number (TIN) and maintains the necessary files.

Receives and processes all Accounts Receivables. Counts cash proceeds and verifies that the cash, check, and credit card composition is in agreement with the cash register tapes. Determines all cashiers "over/short" amounts.

Prepares all bank deposits and prepares the accompanying accounting journal entries.

Reviews non-sufficient funds (NSF) check transactions; assigns NSF charges to customer's library account; completes monthly NSF report; prepares and sends appropriate NSF correspondence.

Runs reports; files and maintains office documents; provides clerical support as needed.

Responds to employee or vendor questions; refers to appropriate staff person as needed.

Attends work on a consistent and reliable basis.

Interacts in a professional and respectful manner with District staff and the public.

**OTHER JOB FUNCTIONS:** Performs other tasks as assigned.**SELECTION FACTORS:**

(Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

**Knowledge of:**

- The operation of general office equipment including personal computer with associated office software; multi-line telephone, scanner, fax, copy machine and calculator, as required;

- Basic bookkeeping principles and practices;
- Cash handling, internal control and commercial bank deposit procedures.
- General office procedures and practices.

**Ability to:**

- Work effectively with co-workers and other district staff members;
- Accept and follow instruction, set priorities, handle details, and multi-task;
- Use initiative, problem solving skills, and judgment;
- Communicate effectively both orally and in writing;
- Use computer systems and various software programs;
- Prioritize tasks, meet deadlines, work accurately, and maintain confidentiality.

**MINIMUM QUALIFICATIONS:** Persons applying for a position of this class should have:

High school diploma or equivalent. Two years of bookkeeping experience; payroll, or accounts payable/receivable experience preferred; one year personal computer experience preferably using Microsoft Word, Excel, and Access. Certificate in bookkeeping may substitute for one year of experience. Or, any equivalent combination of education, training, or experience that assures satisfactory performance of essential job functions.

**Successfully pass a background check.**

Valid driver's license and normal risk insurability.

**TOOLS AND EQUIPMENT USED:**

General office equipment including personal computer with associated office software; multi-line telephone, scanner, fax, copy machine and calculator.

**WORK ENVIRONMENT:**

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time. Some travel to a variety of locations to perform work and/or attend meetings is required. Physical exertion is required to lift office supplies and bank deposits.

***The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.***

***The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.***

FLSA Classification: Non-Exempt

Salary Range: N04

Revised: 06/28/10