

POSITION DESCRIPTION/REQUIREMENTS

POSITION TITLE:	ACCOUNTING CLERK II
DEPARTMENT:	Macon County Commission/Central Office
REPORTS TO:	County Administrator
SALARY:	Negotiable – Based on Experience/Education

SUMMARY: This office is seeking a skilled Accounting Clerk with the ability to operate various office equipment: calculator, computer, fax machine, copier and telephone to perform a variety of accounting, bookkeeping and financial tasks.

Accounting Clerk responsibilities include keeping financial records updated, preparing reports and reconciling bank statements. You will also run accounting software programs to process business transactions, like accounts receivable and disbursements.

RESPONSIBILITIES:

- Provide accounting and clerical support to the accounting department
- Type accurately, maintain accounting documents and records
- Perform general ledger postings and statements
- Reconcile accounts in a timely manner
- Daily enter key data of financial transactions in database
- Provide assistance and support to company personnel
- Assist in the research, track and restore of accounting or documentation problems and discrepancies
- Inform management and compile reports/summaries on activity areas
- Function in accordance with established standards, procedures and applicable laws

REQUIREMENTS

- High school diploma or equivalent, successful completion of a course study in Bookkeeping and twelve (12) months of work experience in Bookkeeping or Accounting Clerical work.
- Or possess an Associate's degree in Accounting or Business Administration, preferred and Eighteen (18) months of work experience
- Or a combination of relevant education, certifications and experience
- Proven accounting experience, preferably as an Accounts Receivable Clerk or Accounts Payable Clerk
- Familiarity with bookkeeping and basic accounting procedures
- The ability to operate various office equipment: calculator, computer, fax machine, copier and telephone
- Hands-on experience with spreadsheets and financial reports
- Accuracy and attention to detail
- Ability to perform filing and record keeping tasks
- Data entry and word processing skills
- Well organized

Contact: Tracey Moon, Personnel Director @ (334)724-2500 or Email @ tgmoon@maconalabama.com

The Macon County Commission is an equal opportunity employer