

Deputy Clerk/Accountant
Hidalgo County District Clerk's Office
Salary: \$45,000

SECTION I – JOB DESCRIPTION

SUMMARY: The overall purpose and general responsibilities of the job.

Directly responsible for overseeing the audit of financial records, accounting controls and operations in accordance with the law or other applicable sections of the Local Government Code that may be deemed necessary for the speedy and proper collecting, checking and accounting of revenues and other funds and fees. This includes the balancing and reconciliation of all district clerk funds as required; maintaining accurate records of all cash bonds, trust accounts and accurate schedule of statutory fees; preparing financial statements and reports for the department, local, state and federal agencies. Exercises judgment regarding accounting procedures and performs other general auditing related functions as required.

ESSENTIAL FUNCTIONS: The fundamental duties and tasks which define the job.

- Assists Accountant I in overseeing the deputy and assistant clerks who perform daily bookkeeping, cashier and costing functions for the district clerk's office.
- Answers inquiries and resolves matters pertaining to department activities; handles difficult or unusual questions relating to departmental accounting procedures.
- Verifies all fee, trust and child support reports for accuracy.
- Relates to the accounting system and communicates departmental policies and procedures to coworkers, subordinates and others, insuring that they are carried out in an efficient manner.
- Maintains current knowledge of statutes and Commissioner's Court policies affecting the department. Oversees the manual and computerized filing system for financial records for the department.
- Assists in the reconciliation of bank statements with account records for multiple accounts, prepares regular and special reports relating to departmental accounting functions.
- Assists Accountant I in preparing and typing correspondence, receipts and financial statistical reports and budget transfers. Assists with trust investments, makes deposits and disbursements, posts interest, secures signatures and issues checks on special accounts; secures important documents, checks and pertinent information as required.
- Ability to work well with others.
- Regular attendance is a must.
- Performs such other duties as may be assigned.

SECTION II – JOB REQUIREMENTS

EDUCATION AND EXPERIENCE: Minimum requirements for formal education and job related experience.

Graduation from an accredited college or university with a Bachelor's Degree in Accounting or Business Administration or closely related field and five years experience in an office setting; or an equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES: Utilized in the performance of the Essential Functions of the job.

- Ability to calculate figures and amounts such as discounts, interest, proportions and percentages.
- Ability to settle billing disputes, answer court costs questions.
- Ability to collect non-sufficient fund checks.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of employees of department. Must be able to interpret reports, bank statements, and prepare monthly reports to various governmental agencies.
- Ability to analyze and interpret state statutes and the law when assessing accounting policies and procedures.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the office.

SECTION III – JOB DIMENSIONS

RESPONSIBILITY: Supervision given, accountability, safety, and confidentiality.

Shared supervisory responsibility for discipline, counseling, work assignments and training for the department. Job has major impact on departmental operations. Job responsibilities include contact handling of confidential information/documents such as office accounts information.

DIFFICULTY: Judgment, initiative and decision-making

Independent judgment is required to conduct accounting controls and operations, accurately document outcome results and present facts. Moderate judgment is required to develop and communicate information designed to staff, administration and others as required. Uses broad discretion to achieve work goals. Initiative is constantly required to achieve work goals. Decisions are made regarding policy development and interpretation, project planning, group work scheduling, and individual work priorities.

GUIDANCE: Supervision received and level of independence.

Employee receives general direction when performing the essential functions. Employee selects appropriate procedures required to complete work assignments.

WORKING CONDITIONS: Working environment and other conditions of employment.

Working conditions are primarily in an office environment.

PHYSICAL DEMANDS: The physical requirements associated with performance of the Essential Functions.

Physical requirements include lifting/carrying 5-10 lbs. frequently and 10-40 lbs. occasionally; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard and basic office equipment. Subject to sitting, standing, walking, reaching, handling and twisting to perform the essential functions.

SPECIAL REQUIREMENTS: Special licenses and other requirements necessary to obtain or retain the position.

Must be bondable; must secure and maintain a favorable background investigation by the District Clerk. Must have a valid driver's license. May be required to work more than 40 hours during the workweek.

WORK LOCATION: Hidalgo County Courthouse – District Clerk's Office
WORK HOURS: 40 hours per week (as scheduled)