

# HUMAN RESOURCES DEPARTMENT REQUISITION FORM

FORWARD COMPLETED FORM TO: HUMAN RESOURCES DIRECTOR

Received

FROM (NAME OF DEPARTMENT): Elections Department

AUG 15 2012

ANNOUNCE VACANCY USING (check one box)

Human Resources

INTERNAL ANNOUNCEMENT PROCEDURE

OPEN ANNOUNCEMENT PROCEDURE

POSITION TITLE / GRADE ACCOUNTING CLERK II

NEW POSITION OR REPLACEMENT FOR: MELANIE ESPARZA EMPLOYEE NO 185272

DEPT NO 0130

POSITION/SLOT NO 0010

ADVERTISED SALARY: \$30,224 OTHER COMPENSATION: \_\_\_\_\_ COMPENSATION TYPE: \_\_\_\_\_

SPECIAL REQUIREMENTS: \_\_\_\_\_

WORK LOCATION / HOURS: Hidalgo County Elections Department, 101 South 10th Avenue, Edinburg, TX 78539, Monday - Friday 8am-5pm unless otherwise required by elections.

CONTACT PERSON: Amanda Valdez

EXTENSION / PHONE NO: 5731

  
Department Head or Elected Official

08/14/2012

Date

FUNDS AVAILABLE: YES \_\_\_ NO \_\_\_ DATE OF FUND AVAILABILITY: \_\_\_\_\_

BUDGETED SALARY, GRADE & STEP: \_\_\_\_\_

BUDGETED OTHER ALLOWANCES: \_\_\_\_\_

 8.15.12  
APPROVED HR CHIEF OF STAFF / DATE

  
APPROVED HR DIRECTOR / DATE

Approval by Commissioner's Court Required: YES  NO \_\_\_\_ . If yes, attach copy of approval and/or date of agenda and item number and have authorized representative of Commissioner's Court sign below:

\_\_\_\_\_  
Commissioner's Court Signature / Date

\_\_\_\_\_  
Closing Date

## ACCOUNTING CLERK II

**GRADE: 08**

### **GENERAL DESCRIPTION**

Employee performs routine technical accounting work. Work involves performing detailed assignments in recording, classifying, examining, and verifying financial records, documents, or reports; Works under close supervision with minimal latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Classifies, codes, posts, and balances financial accounting documents and records

Compiles statistical, financial, accounting, or auditing reports and tables pertaining to cash receipts, expenditures, accounts payable and receivable, and profits and losses

Calculates, prepares, and issues bills, invoices, account statements, and other financial statements according to established procedures

Prepares payment, cash, general journal, and related vouchers

Reconciles accounts and bank statements or appropriation balances, researches discrepancies, and reports findings

Assists with the preparation of financial statements and operating reports

May assist in preparing the budget

May assist with an annual inventory of equipment and supplies

May perform payroll-related activities

May perform financial calculations such as amounts due, interest charges, balances, discounts, equity, and principal

May audit and approve field operating reports, vouchers, claims, invoices, requisitions, estimates, purchase orders, statements, and similar records

May receive cash, prepare deposit slips, and maintain cash control records

Performs related work as assigned

## GENERAL QUALIFICATION GUIDELINES

### Experience and Education

Two to three (2-3) years experience with accounting or bookkeeping principles. Graduation from a standard senior high school supplemented by college course work in accounting is generally preferred. Two (2) years of experience maybe substituted for one (1) year of education.

### Knowledge, Skills, and Abilities

Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems

Skill in the use of a personal computer and related office equipment

Ability to review work for accuracy, to accurately perform detailed numerical work, to make arithmetical computations, and to prepare financial and accounting records

Knowledge of MS Word, Excel and 10-key calculator

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

### **SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

