

HIDALGO COUNTY TAX OFFICE

ACCOUNTING CLERK I

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

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

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

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

One (1) year experience with accounting or bookkeeping principles.

Graduation from a high school or equivalent (GED) supplemented by college course work in accounting

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

