

AUDITOR ACCOUNTING CLERK II

DEFINITION

To perform complex account clerical work in connection with preparing and maintaining financial records; and to perform related duties as assigned. Under general supervision, to have assigned responsibility for a specialized area of account, statistical, or technical recordkeeping, work in connection with the maintenance of financial, public works, social services, solid waste, tax treasury or other records; to review specialized documents for sufficiency and accuracy, assisting the public and County staff with application and specialized department procedures; to provide training and other related information to County staff about department policies and procedures; to provide lead supervision and work direction for other staff; to perform a variety of technical and office support assignments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the performance of a variety of specialized fiscal coordination and support in the Auditor/Controllers Office. This is the highest level in the Auditor Accounting Clerk series. Incumbents have responsibility for performing a variety of the most advanced and complex financial, statistical, or other specialized recordkeeping work requiring substantial work background and experience in the area of assignment. They are also required to provide specialized, financial and fiduciary responsibilities that incumbents in other departments do not have placed on them. They may be assigned lead supervision and/or work coordination responsibilities for other staff. This class is distinguished from Auditor Accounting Clerk II by the performance of more complex assignments and/or the assignment of lead responsibilities.

REPORTS TO

Fiscal Support Supervisors, Chief Deputy Auditor, Assistant Auditor, or Department Head.

CLASSIFICATIONS DIRECTLY SUPERVISED

May provide lead direction and work coordination for other staff.

EXAMPLES OF DUTIES

- Provides a wide scope of the more complex and specialized and statistical recordkeeping work.
- Establishes and maintains computer database information.
- Keeps financial or statistical records requiring the use of departmental knowledge and independent judgment generates, prepares and distributes reports and other documents.
- Post and balances general and subsidiary ledgers.
- Performs corrections in maintaining accounting controls.
- Receives monies and maintains receipt records.
- Balances cash received and prepares deposits.
- Keeps subsidiary ledgers.
- Prepares financial, statistical, or other special reports.
- Maintains control of financial records and documents prior to submittal to other departments.
- Compiles budget information.
- Prepares and process a variety of claims.
- Prepares warrants.
- Prepares public defender payments, or jury payments.
- Processes and validates payment of County warrants.
- Receives deposits from County departments, maintains records, and issues receipts.
- Assist with safeguarding money in the County Treasury.
- Identifies and resolves a variety of difficult account and statistical and recordkeeping problems.
- Evaluates a variety of information and data for accuracy, compliance and completeness.
- Performs a variety of office assistance assignments.
- Provides training to other County staff on warrant processing, depositing and other accounting and office procedures.
- May provide lead direction and work coordination for other staff.
- Operates office equipment and computers.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods, frequently stand and walk, normal manual dexterity and eye-hand coordination, corrected hearing and vision to normal range, verbal communication, use of office equipment including computers, telephones, calculators, copiers and FAX.

TYPICAL WORKING CONDITIONS

Work is normally performed in an office environment, some positions may also have outdoor assignments, contact with staff and the public.

KNOWLEDGE OF

- Methods, practices and procedures of financial, statistical, public works, social services, solid waste, tax, assessment roll, or other specialized recordkeeping.
- Policies, laws, rules and regulations applicable to a special assignment area such as County Auditor's Office functions, County Tax collection, public works, social services, solid waste assessments, Treasurer functions, Assessor's or other specialized records.
- Policies and procedures of the work area where assigned.
- Modern office methods, practices and procedures.
- Correct English usage, spelling, grammar and punctuation
- Mathematics

ABILITY TO

- Perform a variety of the most complex specialized financial, statistical, public works, social services, solid waste, or other specialized recordkeeping assignments.
- Provide lead supervision and work coordination for other staff.
- Provide technical support for an assigned area of County government.
- Interpret and apply the policies and procedures of the department and work unit where assigned.
- Assist with the preparation of financial statements or other specialized reports.
- Read and interpret maps or other special documents.
- Make mathematical calculations quickly and accurately.
- Operate a computer and appropriate software, including database information.
- Follow oral and written directions.
- Maintain good public relations.
- Tactfully and courteously provide a variety of public assistance with tax collection activities, treasury functions, assessor operations, Auditor/Controller activities, public works, social services, solid waste planning, or other assigned areas..
- Establish and maintain cooperative working relationships.

TRAINING AND EXPERIENCE

Two (2) year of experience in performing specialized financial, statistical, public works, social services, solid waste, treasurer, tax collection, or assessment roll recordkeeping, technical support, and public assistance work comparable to that of an Auditor Accounting Clerk I with Plumas County.

Special Requirements

Must possess a valid driver's license at the time of application and a valid California Driver's license by the time of appointment. The valid California license must be maintained throughout employment.