

POSITION DESCRIPTION  
**CLARK COUNTY PUBLIC LIBRARY**

An Equal Opportunity Employer

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Job Title:	<b>ACCOUNT CLERK I</b>
Department:	Business Office
Immediate Supervisor:	Fiscal Officer
Positions Supervised:	None
FLSA Status:	Non-Exempt

**JOB RESPONSIBILITIES:**

Under general supervision, the Account Clerk I performs accounts payable duties, general office duties, and provides clerical support to the Business Office.

**QUALIFICATIONS:**

- Associate's Degree in Accounting  
or
- Accounting experience equivalent to the requirements of the position
- Library or governmental accounting experience highly desired  
or
- An equivalent combination of education, training and experience at the discretion of the Director and/or the Board of Trustees
- Possession of a valid Ohio Driver's license or ability to obtain one is required.

**WORKING CONDITIONS:**

- Must be able to work a flexible schedule, including evenings and weekends
- Occasionally required to work overtime

**PHYSICAL REQUIREMENTS:**

- Job requires ability to operate tools and controls, reach, stand, walk, sit, see at close range and distance, talk and hear. Must be able to operate a motor vehicle, push loaded carts, sit or stand for extended periods of time, frequently walk for prolonged periods and distances, frequently move items up to 25 pounds, lift, bend, reach, and stoop in order to perform job duties. Frequent use of computer and 14-key calculator. Close detailed vision when using a computer screen. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

*An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position*

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KNOWLEDGE OF:	SKILLS AND ABILITIES TO:
<ul style="list-style-type: none"> <li>• Library policies and procedures*</li> <li>• General office practices and procedures</li> <li>• Mathematical and accounting functions, principles, and practices</li> <li>• Governmental (fund) accounting and budgetary accounting software*</li> <li>• Demonstrated proficiency in MS Office (Word and Excel), use of office equipment and keypad calculator</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain attention to detail in busy work environment</li> <li>• Organize, prioritize, coordinate and accurately complete multiple tasks</li> <li>• Maintain complex clerical records and prepare reports</li> <li>• Understand and carry out complex oral and written directions</li> <li>• Present a positive, professional image and interact appropriately with public and staff</li> <li>• Maintain confidentiality; be tactful and courteous</li> <li>•</li> </ul>

\* May be acquired after hire

<p>% of Time</p>	<p>ILLUSTRATIVE DUTIES: (<i>The duties listed below are not all-inclusive and they illustrate the type of work assigned to a position incumbent. All essential functions of the job are noted by ★. The percentage of time allocated to each group of duties is approximate.</i>)</p>
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**65% ACCOUNTING AND FINANCIAL MANAGEMENT**

- ★ Processes revenue transactions
  - Writes receipts and attaches documentation of transactions
  - Data entry of transactions to revenue accounts
- ★ Assists with bank reconciliation and monthly account balancing
  - Verifies bank statements
  - Verifies and posts bank transfers on monthly statements
- ★ Verifies vendor account information and enters into computerized accounting system for payment processing
  - Processes Accounts Payable invoices
  - Distributes checks to vendors
- ★ Prepares and distributes monthly budgetary reports
  - Assists with cost accounting analysis
- ★ Makes daily bank deposits for library fines and other miscellaneous items, as needed
- ★ Assists Fiscal Officer with clerical aspects of annual reports, appropriation transfers, financial reports and analysis of revenue and expenditures, as requested

**30% OFFICE SUPPORT/CLERICAL**

- ★ Serves as receptionist; processes mail, answers telephone, directs calls, takes messages, responds to questions, and addresses in-person inquiries
- ★ Assists with processing mail
  - Processes outgoing correspondence, sorts/delivers in-house mail, postage meter duties, deliveries
- ★ Types correspondence, reports, memoranda, etc. using electronic typewriter or PC.
- ★ Assists Purchaser maintain inventory of supplies for the library
- ★ Prepares, proofreads and distributes reports and correspondence
  - Compiles information, upon request
  - Photocopies materials
  - Keeps/maintains accurate, detailed files and records for business office.
- ★ Assembles information and ensures delivery of CCPL Board packets for monthly meetings

**5% MISCELLANEOUS**

- Performs additional duties and assignments, as requested

Employee Signature

Date