

POSITION DESCRIPTION		FLSA status Non-exempt	
Class Title: Account Clerk III		Full or Part – Time: FT	
Department: Health and Human Services	Location: Services Center Building	Pay Range: 08-1950	Date: 11/21/99 Updated: 3/28/16, 04/05/21

GENERAL STATEMENT OF DUTIES: Under general supervision of the Fiscal Supervisor, performs responsible administrative and financial management functions for the Washburn County Health & Human Services Department.

DISTINGUISHING FEATURES OF THE POSITION: The work of the Account Clerk III involves Department and private client financial accounting and record keeping, preparation of financial documents and reports, purchasing, front desk back-up and related tasks. Considerable independent judgement and discretion are required in dealing with unusual circumstances as well as confidential agency matters. General direction and supervision is received, however, the vast majority of functions are performed independently.

EXAMPLES OF DUTIES PERFORMED: (Illustrative only)

- A. Vouchers, Budget, Payroll and Financial Tracking
 - Maintain, update and reconcile Department budget spreadsheets for management team
 - Prepare vouchers and purchase requisitions and orders
 - Data entry into Financial and peripheral systems
 - Track spending by departments/business units; update spreadsheets
 - Prepare Budget charts
 - Accounts Receivable/Payable
 - Assist with bi-weekly payroll
 - Front desk back-up
 - Records filing

- B. Prepare Department contracts in accordance with State POS guidelines, gather and track all information as required by the contract, update contract information; maintain spreadsheet tracking contract expenditures to date by client.

- C. Case Management, private client, MA/insurance billing
 - Track and report monthly case management/client activity by program
 - Track, report and submit Department clients in MA/insurance reporting systems.

- D. HIPPA File Retention
 - Maintain all confidential client files, organize and gather files for destruction according to State guidelines
 - Retrieve and return files as requested by staff, other County agencies and the State

- E. Backup Duties

- Assist Fiscal Supervisor with monthly and yearly ledger reconciliation and reporting
- Assist other Support Staff as assigned

F. Other Duties

- As assigned

ESSENTIAL KNOWLEDGES SKILLS AND ABILITIES: Working knowledge of double entry accounting procedures; knowledge of modern office terminology and techniques used in keeping fiscal records; ability and experience with working with excel spreadsheets or similar systems. good knowledge of business math and business English; ability to work effectively with the public; ability to maintain complex records and analyze and make recommendations from complex financial data; ability to interpret and make decisions in accordance with regulations, policies and procedures; skill in operation of various office equipment including computer and ability to type 45 wpm; ability to work independently and effectively with other staff.

EXPERIENCE AND TRAINING REQUIRED: A two year vocational or associate degree in accounting or related field preferred, followed by two years of relevant experience which provides the essential knowledge, skills and abilities. More extensive experience or demonstrated job knowledge may be considered in lieu of degree.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

TOOLS AND EQUIPMENT USED: Telephone systems; mainframe computer terminal; personal computer including word processing software; copy machine; postage machine; fax machine; calculator.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar related or a logical assignment to the position.

The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

Revision Date: 03/28/16
04/05/21
01/09/25