



# GCRPC

GOLDEN CRESCENT REGIONAL  
PLANNING COMMISSION

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## FINANCE CLERK I-III

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**PAY GRADE**  
6 - 8

**SALARY RANGE**  
\$14.43 - \$20.99

**FLSA STATUS**  
Non-Exempt

### GENERAL DESCRIPTION

Performs routine (entry-level) technical accounting support work to highly complex (senior-level) clerical work. Work involves performing detailed assignments in recording, classifying, examining, and verifying financial records, documents, or reports; and a broad range of clerical work in support of the Finance Department. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

### EXAMPLES OF WORK PERFORMED

- Processes invoices, verify supporting documentation, issue payments and manage incoming payments in a timely and accurate manner.
- Compiles statistical, financial, accounting, or auditing reports and tables pertaining to cash receipts, expenditures, accounts payable and receivable, and profits and losses.
- Prepares payment, cash, general journal, and related vouchers.
- Assists with computing, analyzing, preparing, and processing purchase or travel vouchers.
- Assists with researching and reconciling discrepancies in accounts, bank statements, or appropriation balances, and reports findings.
- Assists with monthly financial transactions related to grants, ensuring compliance with funding requirements.
- Assist with receiving cash, prepare deposit slips, and maintain cash control records.
- May assist with an annual inventory of equipment and supplies.

- May assist with tracking invoices to ensure payments are made.
- May assist with auditing field operating reports, vouchers, claims, invoices, requisitions, estimates, purchase orders, statements, and similar records
- Provides forms and general information to vendors or clients by mail or phone.
- Prepares documents for data entry and posts information to agency records.
- Reviews correspondence, reports, purchase orders, summaries, manuals, vouchers, records, forms, and similar types of documents for completeness and accuracy.
- Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in accounting or bookkeeping principles; payroll processing; and/or clerical work. Graduation from a standard senior high school supplemented by college coursework in accounting is generally preferred. Experience and education may be substituted for one another.

### **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 computer and applicable software.

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

**By signing below, I acknowledge that I have read this job description, and to the best of my knowledge, meet the required knowledge and skills for this position.**

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**Name**

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**Date**