



GCRPC

GOLDEN CRESCENT REGIONAL
PLANNING COMMISSION

FINANCE & ADMINISTRATION CLERK I

<u>CLASS NO.</u>	<u>PAY GRADE</u>	<u>SALARY RANGE</u>	<u>FLSA STATUS</u>
132	09	\$16.25 – \$21.45	Non-Exempt

GENERAL DESCRIPTION

Performs routine (journey-level) technical accounting support work. Work involves performing detailed assignments in recording, classifying, examining, and verifying financial records, documents, or reports. Work also involves compiling and tabulating data, checking documents for accuracy, and maintaining files. Works under minimal supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

- Assists with the classification, coding, posting, and balancing of financial accounting documents and records.
- Assists with calculation, preparation of bills, invoices, account statements, and other financial statements according to established procedures.
- Assists with computing, analyzing, preparing, and processing purchase or travel vouchers.
- Assists with researching and reconciling discrepancies in accounts, or bank statements, and reports findings.
- May perform financial calculations such as amounts due, interest charges, balances, and discounts.
- May receive 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.
- Reviews correspondence, reports, purchase orders, summaries, manuals, vouchers, records, and other related forms for completeness and accuracy
- Files and maintains supplies, forms, records, and reports.
- Opens, sorts, and distributes incoming office mail and prepares mail-outs.
- Prepares documents for data entry and enters data into database.
- Delivers, picks up, or receives documents, supplies, mail, equipment, or materials;

checks for quantity and quality; or schedules repairs and services.

- Maintains office schedules and appointments and performs office reception or office telephone duties as necessary.
- May arrange the scheduling, transfer, and display of surplus property; and may assist in conducting physical inventory.
- Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to communicate with the public, both via telephone and in person.

Skill in the use of standard office equipment and software. Working knowledge of word processing and excel is required.

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.

Name

Date