



HILL COUNTY
JOB POSTING/ DESCRIPTION
March 10, 2023

Job Title: Deputy Financial Clerk- In Training

Department: Clerk & Recorder's Office

Type: (1) Full-time

Accountable To: Clerk & Recorder

Wage: \$16.01 hourly

Job Overview: This position is in charge of Governmental accounting and bookkeeping of all financial & cash transactions. Performs duties requiring attention to accuracy, detail and timeliness in the processing of documents, and maintenance of financial records. Position must be able to work well with the public, work under pressure of deadlines, and work with frequent interruptions. Position maintains confidentiality of sensitive information. Works with outside Auditor for audit and annual report. Balances General Ledger, enters journal and budget vouchers, prepares monthly reports for department heads, balances various reports and inputs fixed assets.

Successful applicant will train with the Clerk & Recorder for 6-12 months before appointment to regular Deputy position occurs.

Essential Functions (Major Duties or Responsibilities): Position requires ability to communicate orally and in writing; understand laws and regulations; operate a computer; learn governmental accounting and bookkeeping; prepare reports; type; file; retrieve and return heavy books; operate office machines. Minimal travel for training.

Knowledge, Skills and Abilities: This position requires knowledge of federal, state and county laws and regulations pertaining to accountability of funds; knowledge of governmental accounting (BARS), bookkeeping, legal land descriptions; the election process, and to competently operate office machines and computers. This position requires skills in accounting, bookkeeping, use of a computer and other office equipment including (10 key) calculator. Accounting and mathematical skills are essential. This position requires the ability to: work independently; calculate; maintain updated accurate records; prepare reports; work well with people; accurately record information; maintain confidentiality; communicate effectively orally and in writing; follow verbal and written instructions; make decisions quickly and efficiently; establish effective working relationships with fellow employees, supervisors, other county office employees and the public; lift 25 to 50 pounds. Successful applicant will learn all aspects of the job.

Minimum Qualifications (Education and Experience): The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to: A High School diploma or equivalent. Experience in governmental accounting/bookkeeping, office procedures, extensive use of computer programs, legal documents & legal descriptions is preferred.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. Other duties may be needed or assigned.

Hill County is an equal opportunity employer. Hill County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Signatures

My signature below indicates the statements in the job description are accurate and complete. It also constitutes notification of the job vacancy to the Hill County Commissioners to allow posting of this position.

Lexis Dixon Clerk+Recorder 3/10/23
Immediate Supervisor Title Date

Commissioner's Review:

Mark Peterson Commissioner 3-10-23
Mark Peterson Title Date

Sheri Williams Commissioner 3-10-2023
Jacob Strissel Title Date
Sheri Williams Title Date

Human Resources Review

Step: N/A Grade: N/A Rate of Pay: \$16.01 per hour (cu)

65% Deputy In-Training on Elected Officials 2022/2023 Matrix

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- FLSA Exempt
- FLSA Non-Exempt
- Appointed
- Elected

Union Bargaining Unit:

Human Resources:

Brittany L Pfeifer Human Resources 3.10.2023
Brittany L Pfeifer Title Date

HILL COUNTY
POSITION DESCRIPTION
NOVEMBER 2022

POSITION: Deputy Financial Clerk-(In Training)

DEPARTMENT: Clerk & Recorder's Office

ACCOUNTABLE TO: Clerk & Recorder

SUMMARY OF WORK: Performs accounting and bookkeeping of all financial transactions and cash; prepares monthly reports of financial activity.

JOB CHARACTERISTICS:

Nature of Work: This position performs duties requiring attention to accuracy, detail and timeliness in the processing of documents and maintenance of financial records. Position must be able to work well with the public, work under pressure of deadlines, and work with frequent interruptions. Position maintains confidentiality of confidential & sensitive information. Works extra hours during elections.

Personal Contacts: Daily contact with the public at the counter; frequent contact with county employees to assist with budget and expenditure transfers, cash balances and expenditure & revenue reports. Close contact with outside Auditor for Audit and Annual Report.

Supervision Received: Works independently to follow monthly routine; supervision from the Clerk & Recorder as needed.

Essential Functions: Position requires ability to communicate orally and in writing; understand laws and regulations; operate a computer; governmental accounting and bookkeeping; prepare reports; type; file; retrieve and return heavy books; operate office machines. Minimal travel for training.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Balances General Ledger.
- Enters Journal Vouchers and Budget Vouchers.
- Runs all monthly reports and files including General Ledger Trial Balance; Accounts Payable; Cash Disbursements; Cash Report; Expenditure Report; Revenue Report.
- Balances cash report and Journal Vouchers with Treasurer and has Commissioners approve it.
- Counts cash during each month in the Treasurer's office.
- Balances outstanding warrants.
- Balances assets and liabilities.
- Inputs Fixed Assets.
- Does year end close-out.

- Works with Accountant to prepare audit & annual financial report (AFR).
- Familiar with Fee & Reception book procedures.
- Check processing procedure.
- Knowledge of Birth & Death Certificate laws.
- Assists at counter and with phone calls.
- Assists the public with all Clerk & Recorder records.
- Assists with Indexing Plat ownership books.
- Federal Grants-Balances at year end all grants received by County.
- Assists with all voting procedures, must have knowledge of all procedures.
- Performs other related duties as required, will learn all aspects of office.

JOB REQUIREMENTS:

Knowledge: This position requires knowledge of federal, state and county laws and regulations pertaining to accountability of funds; knowledge of governmental accounting (BARS), bookkeeping, legal land descriptions; the election process and to competently operate office machines and computers.

Skills: This position requires skills in accounting, bookkeeping, use of a computer and other office equipment including (10 key) calculator. Accounting and mathematical skills are essential.

Abilities: This position requires the ability to: work independently; calculate; maintain updated accurate records; prepare reports; work well with people; accurately record information; maintain confidentiality; communicate effectively orally and in writing; follow verbal and written instructions; make decisions quickly and efficiently; establish effective working relationships with fellow employees, supervisors, other county office employees and the public; lift 25 to 50 pounds; will learn all aspects of job.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

MINIMUM QUALIFICATIONS: A High School diploma or equivalent.

PREFERRED QUALIFICATIONS: Experience in governmental accounting/bookkeeping, office procedures, extensive use of computer programs, legal documents & legal descriptions.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties with minimal supervision
- Competently deals with legal documents and descriptions.
- Prepares accurate and timely reports for state, IRS, and budgeting purposes.
- Competently balances General Ledger.
- Competently assists with elections.

- Effectively waits on the counter to assist customers.
- Provides accurate information to the general public.
- Maintains confidentiality of confidential & sensitive information.
- Maintains accurate and timely records.
- Deals tactfully and courteously with the public.
- Observes work hours.
- Establishes and maintains effective working relationships with fellow & county employees, supervisors and the public.

This position has the opportunity to become a Deputy Clerk and Recorder upon completing probationary period. Successful applicant will train with the Clerk & Recorder for 6-12 months before appointment to regular Deputy position occurs.