

## **LINN COUNTY CLASSIFICATION**

**TITLE: HEALTH SERVICES ACCOUNTING CLERK**  
**NUMBER: 029** **APPROVAL ORDER**  
**PAY RANGE: 10** **NUMBER: 2000-432**  
**CATEGORY: OPEU** **DATE: October 25, 2000**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Serve as an accounting clerk for the Department of Health Services. Perform moderately complex accounting functions with considerable independence. Maintain and monitor financial records such as revenues and expenditures; assist in implementation and monitoring of department budget; prepare reports to the State of Oregon for the Department of Health Services.

SUPERVISION RECEIVED: Works under the supervision of the Health Services Administrative Manager who assigns and reviews work for accuracy and conformance to departmental policies and procedures.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of positions in this classification.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Prepare accounts payable for payment, coding to proper accounts.
2. Prepare purchase orders.
3. Reconcile invoices with monthly statements.
4. Prepare payroll time sheets for data entry.
5. Maintain an accounts payable/personnel costs/revenue ledger. Post and total all revenue and expenditures for the entire Department of Health Services.
6. Responsible for inventory. Prepare forms to add/delete items from inventory. Perform physical inventory for Public Health Programs biennially.
7. Monitor all expenditures and revenues to verify that they conform with budget projections. Reconcile computer printouts to accounts payable/revenue ledger.
8. Prepare monthly and quarterly State reports for the entire Department of Health Services.
9. Prepare weekly cash deposit for the Public Health Programs and monthly deposit of payment from the State of Oregon.
10. Monitor and record staff vacation, sick leave and compensatory time.

HEALTH SERVICES ACCOUNTING CLERK

page 2

OTHER FUNCTIONS:

11. Other duties as assigned.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable):

**KNOWLEDGE, SKILL AND ABILITY:** Thorough knowledge of bookkeeping principles and practices and their application to governmental accounting. Knowledge of accounts payable and payroll desirable. Ability to use standard office equipment including typewriter, calculator and personal computer; ability to compile statistical data and prepare necessary reports; ability to make involved and varied arithmetical computations rapidly and accurately; ability to establish and maintain harmonious working relationships with fellow employees, supervisors, other County personnel and the general public.

**EXPERIENCE AND TRAINING:** Graduation from a senior high school supplemented by additional training in bookkeeping, accounting or related field plus two years of responsible accounting experience.

**NECESSARY SPECIAL QUALIFICATIONS:** Possession of a valid motor vehicle operator's license at the time of appointment may be a condition of employment.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move 30 pounds.