

**INGHAM COUNTY
JOB DESCRIPTION**

4H ACCOUNT CLERK - MSU EXTENSION

General Summary

Under the supervision of the MSU Extension 4H Youth Coordinator, maintains a bookkeeping system to account for all money received by the 4H Program and process vouchers and checks for payment. Maintains budget expenditure records and prepares required financial reports.

Essential Functions

1. Posts all financial information regarding the 4H Program into the computer. Produces various financial reports as requested.
2. Operates a personal computer to perform extensive word processing including the design, layout, and preparation of brochures, flyers, correspondence, reports, grants and other documents. Compiles, lays-out, prepares, and distributes newsletters for program areas.
3. Operates a personal computer to input and process data and prepare annual and other reports. Maintains data bases for mailings lists and other purposes.
4. Receives visitors and responds to telephone calls from the general public, providing information related to MSU Extension programs and services and on specific topics within assigned program areas.
5. Distributes appropriate technical information bulletins to office and telephone callers as requested. Orders and maintains supply of bulletins and plat books for distribution and sale to the general public. Receives payments and issues receipts.
6. Establishes and maintains department files, data bases, records and mailing lists to maintain an effective information system for assigned program areas.
7. Operates the computer e-mail system with other Michigan county offices and MSU. Includes downloading information, ordering bulletins, and accessing data bases.
8. Performs a variety of support services such as opening and distributing mail, ordering supplies, making copies and related tasks.
9. Posts bills and prepares unit timecards reports in the absence of the office coordinator.

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Other Functions

10. None listed.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Education: High school graduation or equivalent.

Experience: Six months of experience in capacity involving accounting and data entry.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements [This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:

Ability to enter and retrieve documents from office filing systems.

Ability to enter and access information to the computer.

Bending, kneeling, stooping, and crouching to file and retrieve items from file cabinets and shelves.

Working Conditions:

Works in office conditions.