

**INGHAM COUNTY
JOB DESCRIPTION**

ACCOUNT CLERK-DRAIN OFFICE

General Summary :

Under the supervision of the Chief Deputy Drain Commissioner, processes and maintains the accounting and financial records of the Drain Commissioner's Office and the Department of Public Works. Assists in maintaining the general ledger, accounts receivable and accounts payable of the office and preparing financial reports and annual special assessment rolls. Performs a variety of related accounting and support functions.

Essential Functions :

1. Maintains the accounting records for county drains. Pays contractors, materials, and other costs for drains, receipts monies received from special assessments and loans from banks, and disburses interest to applicable drains from investments. Evaluates the need to borrow for maintenance and major drain projects.
2. Maintains separate accounts for all drainage districts and charges the proper accounts for maintenance work. Maintains financial accounts for all drainage districts, the equipment revolving fund, and the revolving fund, including the issuance of payments to contractors and vendors and the identification of districts needing to be assessed.
3. Prepares a list of bills for payment. After receiving authorization, issues payments, maintaining records by recording transaction and balancing accounts. Determines which accounts invoices are to be paid from.
4. Responds to vendor inquiries regarding open invoices or payments, researching problems and providing information.
5. Prepares purchase orders and submits for approval to the Administrative Assistant..
6. Operates a computer terminal to compile data, run printouts, and generate required reports. Checks computer output against all accounts daily to ensure accuracy, making corrections and changes as needed.
7. Compiles necessary information on accounts when completing special projects and reports and submits to it to the requesting party.
8. Provides back up for other departmental support personnel requiring a working knowledge of various office positions.

Other Functions:

9. 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. Prefer additional course work related to data processing and accounting.

Experience: One year of experience 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]:*

Climbing and descending ladders to reach the vault.

Bending and stooping to access departmental files and records and operate equipment.

Ability to enter and retrieve information from a computer.

Periods of prolonged sitting to enter data to computer.

Working Conditions:

Works in office conditions.