



Washington Township Accounting Clerk Position Description

Administration Information	
Position Title: Accounting Clerk	Date Created / Approved: August 11, 2014 / February 9, 2016
FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non- Exempt	Employment Type: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal
Position Purpose	
The Accounting Clerk provides financial, administrative and clerical support using Township policies and procedures to perform calculations, prepare and process vendor invoices, receives and processes payments on behalf of the Township. This position processes and monitors payments and expenditures and ensures vendor information is accurate and are paid efficiently.	
Essential Functions	
1. Financial 1.1 Ensures all payables are processed and paid in accordance with agreed upon terms; 1.2 Reviews vendor invoices comparing open purchase orders to determine availability of funds; 1.3 Processes invoices and purchase orders promptly, collaborating with appropriate Officer or Department Director when necessary; 1.4 Obtains necessary approvals and signatures prior to vendor payments are made; 1.5 Processes and mails accounts payable checks; 1.6 Processes new vendors, obtaining proper documentation like W-9 forms; 1.7 Monitors the status of revenue and expenditure accounts against adopted budget; 1.8 Projects, analyzes trends and advises Department Directors, Officers and Fiscal Officer regarding same. 1.9 Processes the purchase orders for all departments/divisions; 1.10 Updates the internal budget to reflect any appropriation changes approved by Board of Trustees; 1.11 Answers vendor inquiries professionally and hospitably; 1.12 Prepares and assigns account and vendor numbers to purchase requisitions, encumbrances, purchase orders and expenses; 1.13 Verifies all purchases and receipts for Township credit card accounts; 1.14 Ensures invoices are tax exempt and mails tax exempt certificate to vendors; 1.15 Verifies all independent contractors with the Ohio New Hire Reporting Center; 1.16 Ensures compliance with prevailing wage construction projects within the Township, certifies payments and assists in prevailing wage construction audits; 1.17 Prepares financial reports for Officers and Department Managers.	
2. Administrative 2.1 Transcribes minutes for committee, department or other types of meetings; 2.2 Serves as back-up for receptionist and payroll duties when needed; 2.3 Researches and obtains price quotes for special purchases; 2.4 Assists with logs of Resolutions, Annexations, projects, contracts, tuition reimbursement and training; 2.5 Assists with Township Record Retention policy and procedure.	
3. Other 3.1 Demonstrates sound professional work ethics in alignment with the Township's core values; 3.2 Participates in Township committees and meetings; 3.3 Coordinates and assists with Township special events; 3.4 Performs other duties as assigned.	
Minimum Qualifications / Requirements	
1. Education 1.1 High school diploma, GED or equivalent required;	



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1.2 Associate's Degree a plus.

2. Experience

2.1 This is an entry-level position;

2.2 One (1) year previous accounting experience preferred.

Professional Licensing Requirements

- Valid Ohio driver's license with good driving record.

Supervision

This position reports to the Fiscal Officer and does not have direct reports. This position will be evaluated at least annually by the Fiscal Officer.

Knowledge, Skills and Abilities (KSAs)

1. Knowledge

- 1.1 Knowledge of practices, principles, procedures, regulations, and techniques as they relate to all assigned functional areas;
- 1.2 Knowledge of fiscal management, including budget preparation, expenditure control, and record keeping;
- 1.3 Knowledge of current and proposed legislation and laws of the local, state, and federal governments affecting accounting and auditing areas;
- 1.4 Knowledge of Accounts Payable and general accounting practices and principles;
- 1.5 Knowledge of basic math and mathematical principles;
- 1.6 Knowledge of customer service techniques, practices, and principles;
- 1.7 Knowledge of the principles and procedures of record keeping and filing;
- 1.8 Knowledge of the English language, spelling, grammar and punctuation;
- 1.9 Knowledge of business letter writing and basic report preparation;
- 1.10 Knowledge of office procedures, methods, and equipment including computers;
- 1.11 Knowledge of computer applications such as word processing, spreadsheet, and database applications as well as financial and statistical software;
- 1.12 Knowledge of pertinent federal, state, and local laws, codes, and regulations.

2. Skills

- 2.1 Analytical and problem solving skills;
- 2.2 Skilled at interpersonal and human relations;
- 2.2 Skilled at written and verbal communication;
- 2.3 Skilled at time management and multi-tasking.

3. Abilities

- 3.1 Ability to plan and organize;
- 3.2 Ability to establish and maintain effective working relationships with vendors, employees, Board of Trustee and the general public;
- 3.3 Ability to maintain professional confidentiality;
- 3.4 Ability to use computer software such as Microsoft Office, Word, Excel, and Power Point;
- 3.5 Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations;
- 3.6 Ability to perform a variety of accounting, fiscal, and statistical record keeping duties including to prepare, maintain and reconcile a variety of records and files;
- 3.7 Ability to perform mathematical calculations accurately including to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals;
- 3.8 Ability to understand the organization, operation, and services of the City and of outside agencies as necessary;
- 3.9 Ability to participate in the preparation of a variety of administrative and financial reports;



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- 3.10 Ability to read, understand and review documents for accuracy and relevant information;
- 3.11 Ability to work independently with little direction;
- 3.12 Physical ability to perform the essential job functions.

Working Conditions

The Accounting Clerk's duties are primarily performed in an office environment that is normally temperature controlled with appropriate lighting. The employee may be exposed to some standard office environment hazardous materials detailed in the applicable material safety data sheets and to normal office-level room noise. Some travel to meetings, conferences, and training is required.

Physical Requirements

The Accounting Clerk must be able to sit and utilize a computer for up to six hours; routinely carry supplies and/or files weighing up to 25 pounds for a distance of up to 100 feet; be able to remain focused on a standard computer monitor for long periods of time; be able to endure large levels of stress brought on by an office environment with deadlines, multi-tasks, and the potential for irate and difficult customers, and; be able to hear the telephone and talk on the phone at a normal conversational level.