



DEPARTMENT: Community Services/Recreation Administration

NATURE OF WORK:

Performs administrative technical work involving the preparation of fiscal or related records.

Maintains financial records and issues financial reports; reviews Accounts Receivables, reconciles accounts; performs internal audits to support internal control policies.

Work is performed under the supervision of the Budget Management Specialist. Supervisor provides instructions as to the objective of the assignment and the expected results. Work is reviewed for compliance with instructions and results achieved.

ESSENTIAL FUNCTIONS OF THE JOB:

Reconciles various records, verifies accuracy, resolves discrepancies, and initiates necessary correction forms. Prepares advanced account analysis.

Prepares and inputs charges to departments for internal services.

Acts as liaison between Parks and Recreation and public or private organizations.

Audits and corrects deposits returned by the Treasurer.

Processes and reconciles accounts receivable for Before & After School Program and Total Rec Program.

Organizes and maintains storage of records; processes electronic filing of Before & After School Program and Total Rec Program paperwork.

Maintains Leave Accrual sheets.

Audits invoices and other fiscal items for refunds; examines documents to ensure completeness of data, accuracy of computation, appropriateness of monetary data, and validity of accounting classification.

Checks balances, assists in preparation of regular financial reports and statements, and verifies financial data.

Performs special projects such as converting manual processes to automated or analyzing complex problems for potential automation or other solutions.

Assists external auditor by providing information and analysis as needed.

Maintains current cost allocation records for duplicating costs.

Reconciles bi-monthly payroll records with County accounting records; reports any discrepancies; recommends corrective action.

Prepares program-level salary expenditure entries and enters into Parks and Recreation management reports.

Processes all instructor and performer contract documents and coordinates with County accounts payable to ensure accurate and timely payment to contractors.

Assists Budget Management Specialist in preparing Parks and Recreation biennial operating budgets.

Conducts research on expenditure and revenue accounts to assist Budget Management Specialist in preparing financial forecasts for distribution to management staff.

Assists Budget Management Specialist in preparing and verifying Division and County budget transfer requests.

Prepares and maintains written cash management procedures and conducts cash management training for staff members.

Maintains payroll deduction records for JCC and WJC Schools for corporate memberships.

Supports Parks and Recreation Financial Assistance objectives by maintaining accurate records and maintaining financial assistance records.

Prepares monthly invoice to Williamsburg Community Hospital and maintains timely and accurate accounts receivable records.

Participates in Parks and Recreation's Quality Improvement Process through active involvement with a Division Issue Team and by providing financial expertise to Project Actions Team when requested.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed in an office setting. Operates computer, calculator, telephone, fax machine, and copier.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of standard accounting principles and practices.

Considerable knowledge of standard office procedures, practices, and equipment.

Considerable knowledge of laws, ordinances, and regulations applicable to accounting matters.

Considerable knowledge of automated accounting systems and microcomputer software packages.

Considerable knowledge of Microsoft Office, specifically Word, Excel, and Access.

Ability to work in a Windows XP environment.

Ability to maintain complex manual and automated financial records and to prepare financial reports accurately.

Ability to research and analyze information and compile reports as assigned.

Ability to understand and follow complex oral and written instructions.

Ability to establish and maintain effective working relationships with other employees, County officials, and the public.

Ability to communicate effectively, both orally and in writing.

Ability to organize, prioritize, and meet time constraints.

Ability to exercise independent judgment and initiative.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent; Associates degree in accounting preferred; some technical accounting experience, which shall have included experience with computerized accounting systems; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Requires a post-offer criminal history and sex offender record check.

Date: October 2007

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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Account Clerk Position Number: 101
Department: Community Services Division: Recreation Administration

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answer telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other _____
- Not essential to job functions

2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input checked="" type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift				✓			✓		
Push/Pull				✓			✓		
Hold/Carry				✓			✓		

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

Ladders

- Step stool
- 8' to 10' step ladder
- Extension ladder
- Other _____
- Not essential to job function

Stairways

- 1 flight
- 2 flights
- 3 or more flights
- Other _____
- Not essential to job function

Steps

- 1-2
- 2-3
- 3-4
- Other _____
- Not essential to job function

3. Ability to Stand, Sit, Walk, and Run:

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand	✓							✓	
Sit				✓				✓	
Walk	✓							✓	
Run									

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and/or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

<u>Transmission</u>	<u>Standard</u>	<u>Automatic</u>	<u>Multi-Gears</u>
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Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

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