



## DALLAS COUNTY JOB DESCRIPTION – GENERIC

<b>Job Title:</b>	Accounting Clerk III	<b>Job Code:</b>	6014400	<b>Job Grade:</b>	08
<b>Reports To:</b>	Supervisor / Manager	<b>Pos. No:</b>	Various	<b>SIC Code:</b>	9311
<b>Department:</b>	Various	<b>Loc. Code:</b>	Various	<b>FLSA Code:</b>	N
				<b>WC Code:</b>	8810
<b>Division:</b>	Various	<b>CS Code:*</b>	A, B, C or D	<b>EEO Code:</b>	F01

**Summary of Functions:** Performs a variety of moderately complex financial tasks to include preparing, processing, and reviewing various accounting transactions, resolving issues and generating reports. Works under minimal supervision and may act as a team leader.

**Management Scope:** N/A

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Analyzes, records and reconciles/balances transactions for several accounts or projects.	20	E
2. Reviews, verifies and maintains records, which may be related to: <ul style="list-style-type: none"> <li>▪ Receipts and payments,</li> <li>▪ Escrow funds and accounts,</li> <li>▪ Budget and expenditure tracking data, and</li> <li>▪ Payroll deductions</li> </ul>	20	E
3. Acts as a team leader, coordinates the workload of an assigned section, trains clerks and provides backup to staff and supervisors.	15	E
4. Proofreads entries and corrects errors.	10	E
5. Processes, coordinates and ensures payments and other transactions are completed accurately and in a timely manner.	10	E
6. Researches records to collect data and completes and assembles various reports.	10	E
7. Responds to complex telephone and written inquiries and communicates with various departments, attorneys, clients and outside entities regarding policies and procedures.	10	E
8. Performs other duties as assigned.	05	N

\* *The Code depends on the Department where the position is located and/or funded by in accordance with 86-1 of Dallas County Code.*

**Minimum Qualifications:**

Education, Experience and Training:

Graduation from an accredited High School/GED program. Two (2) years related work experience or 30 hours from an accredited college or university in a related field or a combination of the two.

Special Requirements/Knowledge, Skills and Abilities:

Skilled in the use of standard software applications. Ability to understand and follow written and verbal instructions, process work and establish and maintain effective working relationships with employees, departments and the general public. Ability to research and reconcile errors independently. Skilled in 10-key by touch preferred.

Physical/Environmental Requirements:

Standard office environment. May require prolonged sitting, standing and walking, and ability to lift files, boxes and other materials up to 25 lbs., unassisted.

Hay Points/Point Factor:

HS12=100, E3=30, VM3C=25, PD1A=05, WH1A=05, WE1C=05, IC2C=35, DL4=30, PS2=15, RE3A=15, SF2A=15, TTL=280

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date 01/2004; 3/21/2016

Approved by Civil Service Commission on

Date 2/16/2004, 4/18/2005;  
3/21/2016

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.