



## DALLAS COUNTY JOB DESCRIPTION – GENERIC

<b>Job Title:</b>	Accounting Clerk II	<b>Job Code:</b>	6014200	<b>Job Grade:</b>	07
<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 which may include preparing, processing, reviewing and maintaining various records, files and reports, and entering data. Works under minimum supervision, within a well-defined framework of policies and procedures.

**Management Scope:** N/A

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Prepares and processes a variety of accounting transactions and produces various reports such as special funds, trial balances, court orders, requisitions, employee changes, garnishments and other activity.	25	E
2. Audits, verifies and records receipts and approval of payments to vendors; monitors funds, invoices, and delinquent payments; and maintains budgetary and expenditure tracking systems.	25	E
3. Researches files to collect and assemble statistical data and generate routine reports.	15	E
4. Assists other financial and clerical staff.	10	E
5. Responds to telephone and written inquiries and refers inquiries to the appropriate supervisor.	10	E
6. Files and maintains various records, documents, tape backups and reports.	10	E
7. 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. One (1) year related work experience or 15 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, organize and process work and establish and maintain effective working relationship with employees and the general public. **Institute of Forensic Sciences Department Only:** May require working in an area with potential exposure to biological and chemical hazards. Skilled in 10-key by touch preferred.
- **An employee may be transferred to another department, shift, location, or facility based on the needs of the Department.**
- **Working in a 24-hour facility may make the employee subject to working mandatory overtime or remaining on duty and working all, or a part of, an additional shift (“double shift”).**
- **The incumbent is / may be considered to be ‘essential personnel’ subject to being held over or called back to a work location or alternate site at all times. When required, you will be notified by your supervisor.**
- **Must be at least 21 years of age (for applicable positions) and must pass all portions (physical/written) of the Juvenile Academy to continue employment or all standards related to PREA and Ethics for specific positions.**

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, E2=20, VM3C=25, PD1A=05, WH1A=05, WE1C=05, IC2C=35, DL3=20, PS2=15, RE3A=15, SF1A=05, TTL=250

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, 1/31/2006;  
3/21/2016; 10/19/2016

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.

