



DALLAS COUNTY JOB DESCRIPTION – GENERIC

Job Title:	Accounting Clerk IV	Job Code:	6014300	Job Grade:	09
Reports To:	Supervisor / Manager	Pos. No:	Various	SIC Code:	9311
Department:	Various	Loc. Code:	Various	FLSA Code:	N
				WC Code:	8810
Division:	Various	CS Code:	C	EEO Code:	F01

Summary of Functions: Performs a variety of complex accounting tasks at the senior level, to include processing and auditing various accounting transactions, resolving issues and generating reports. Works independently and may act as a team leader.

Management Scope: Trains accounting and clerical staff.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Processes various employee changes in the automated systems, which may include reviewing pay, benefit and requisition transactions.	40	E
2. Prepares and balances payroll and financial transactions for submission to Commissioners Court.	20	E
4. Answers inquiries and resolves issues related to functional area and notifies appropriate departments of discrepancies and actions necessary for correction.	15	E
5. Verifies bids for compliance with specifications, laws and policies, payroll deductions, entry to final payroll and authorized signatures.	10	E
6. Maintains control databases requests and reconciles data to general ledger.	10	E
7. Performs related duties as assigned.	05	N

Minimum Qualifications:

Education, Experience and Training:

Graduation from an accredited high school/GED Program. Three (3) ~~Five (5)~~ years of work related experience or 75 hours of college credit 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 relationships with employees, departments and the general public. Ability to reconcile and research 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.
- **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.**

Hay Points/Point Factor:

HS12=100, E4=40, VM3C=25, PD1A=05, WH1A=05, WE1C=05, IC2C=35, DL4=30, PS2=15, RE3A=15, SF2A=15, TTL=290

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 01/2004

Approved by Civil Service Commission on

Date 2/16/2004; 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.