

Job Posting: Notice of Vacancy

It is the intention of the LaSalle County Board Office to fill one or more vacancies in the following job classification.

Job Classification: Accounting Clerk
Location: LaSalle County

Department: LaSalle County Auditor's Department
707 E Etna Rd.
Ottawa, IL 61350

Regular Work Week: Monday through Friday

Hours of Work: Report to work 8:00am to 4:30pm Monday – Friday.

Wage: \$13.75 per hour

Position is: Union

See *Job Description* for Duties, Minimum Qualifications and Physical Demands

Interested persons should apply by completing the County application and returning it to:

LaSalle County Human Resources Department
707 E Etna Rd.
Ottawa, IL 61350

Email applications welcome: mpilch@lasallecounty.org

LaSalle County

Job Description



Job title: Accounting Clerk

Work Location: Governmental Complex

Division/Department: Auditor's Office

Reports to: Auditor

Employment Classifications:

- Full-time Part-time
 Exempt Nonexempt
 Salaried Hourly
 Bargaining Unit

Salary Grade: _____

Current Employee holding position is:

Essential Duties and Responsibilities:

Responsible for examining, analyzing and retaining accounting records to determine financial status of the County.

- Manages the process of recording all General Journal Vouchers in the accounting system; Advises departments on corrections of revenue/expenditure mistakes and appropriate use of revenue and expenditure line items; ensures revenues are deposited correctly.
- Allocates cash and investments according to Treasurer's Office in accounting files.
- Reconciles the General Ledger cash with the Treasurer's balance.
- Maintain records for and compile a monthly Auditor's report consisting of revenue and expenditure for all departments for the year; inclusive of graph presentations.
- Audit payroll records – randomly in fiscal year – verify overtime paid.
- Audits and advises on cash receipting procedures, Petty Cash Accounts, Independent Check reconciliation.
- Accountable for Reporting, including the following:
 - Quarterly Report – May prepare and present to Board, if requested by Board Chairman.
 - Annual Audit Report – Works in conjunction with outside auditor on Comprehensive Annual Financial Report; researches and prepares Statistical section.
 - Year End Reporting – Computes accrual figures for payroll for all departments; Prepares and verifies all accrual information for Accounts Payable; Handles General Ledger Accounts and "fund forwarding" into new year.
- Coordinator for reporting compliance for all grants administered in the County.
- Maintain Fixed Asset records for the County; including coordination with Appraisal Company of all changes to fixed assets as well as recording vehicle titles maintaining accurate listing for insurance.
- Maintain a current file on all contracts and agreements made on behalf of and with all County offices.
- Maintain listing of salary reimbursement monies and account for all deposits of such reimbursements.
- Compile budget analysis information for all departments/funds inclusive of beginning and ending budget balances as well as over/under spending of all line items.
- Prepare vendor tax information including: compilation of data, analysis, adherence to guidelines and preparation of tax information for vendors.
- Prepares Survey of County Government Finances for the Bureau of Census for Federal Revenue Sharing (annual reporting).
- Record retention management, maintaining accurate files, adherence to disposal schedule and coordination/correspondence with State of Illinois Archives.
- May provide data analysis of budget information for board members, committees, departments.
- Other duties as assigned.

Education and/or Work Experience Requirements:

- Bachelor's degree in Accounting or equivalent educational degree, required.
- Practical experience in an auditing environment strongly preferred.

Date Revised: April 30, 2019 Approvals: _____

- Working knowledge and ability to apply generally accepted accounting principles.
- Communicate effectively, verbally and in writing to all levels of staff and management.
- Organize and work independently on multiple assigned tasks/projects and complete assignments within specified deadlines.
- Must be able to operate office equipment and have experience with Microsoft office programs.
- Excellent verbal and written communication skills.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires sitting (5-8 hrs), standing/walking (1-3 hrs). This position experiences occasional bending, twisting, squatting, climbing and reaching movements. **Defined Sedentary Work** – May require exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Visual acuity will be of close nature to perform an activity such as preparing and analyzing data and figures, viewing a computer terminal and extensive reading.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most activities are performed indoors in an office setting. While performing the duties of this position, the employee is subject to normal consistent temperatures. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.

I have read, reviewed and agree that this job description accurately reflects the position.

ACKNOWLEDGEMENT

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

Print Employee Name:

Employee signature:

Date:

Supervisor signature:

Date: