

Nueces County Job Description

Job Title: ACCOUNTING ASSISTANT/SCANNING
Job Code: 0419
Salary Level: Pay Group 16
Class: Clerical
FLSA Status: Non-Exempt
W.C. Code: 8810
NAICS Code: 921190
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Date: Created 2/2/2012; Rev. 9/18/2014

Approved By:

Date:

SUMMARY: Executime Assistant; assists with employee support for all issues concerning Executime (timekeeping system). Responsible for records management of the department in accordance with State law. Operates the paperless scanning process for the county auditor office. Directly responsible for managing incoming communications and their proper distribution. Responsible for producing various technical reports, letters, and other correspondence using advanced word processing program commands and spreadsheet programs. Is responsible for safety as the department's safety officer. Performs other administrative duties as may be assigned.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: First Assistant/Accounts Payable Manager

Other: Works closely with county department heads and employees, vendors, public, county auditor and county auditor management staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Executime Assistant Duties:

Assist central coordinator with county wide employee support for executime.

Works closely with Special Project Accountant.

Assist coordinator in making changes to new and existing employees. Assists with employee tickets for Executime. Serves as a help desk/complaints management for Executime.

Records Management/Scanning Duties:

Oversees/operates the paperless/scanning process for the county auditor department. Includes all phases, for example, sorting documents, scanning, quality review, attaching to proper applications and disposition of source documents. Makes recommendations to Accounts Payable Manager for continuous improvement.

Manages the records management files process. Coordinates with records warehouse personnel for retrieval, storage, and transport. At least once a year, reviews records eligible for destruction and prepares required documentation.

Other Departmental Duties:

Manages the Nueces County Deferred Compensation Plan with guidance involving: setting up files on new participants and ensuring that the necessary contracts and forms are done and complete; assisting the participants with transferring accounts among vendors and preparing the necessary forms for the distribution of funds; coordinating with payroll division on new deductions, employee release forms, and annual statements of payroll deductions. Prepares correspondence, conducts research, and communicates with banks and vendors as determined necessary.

Enters the line item budgets as originally adopted plus subsequent budget change orders and internal budget changes into the mainframe computer system; maintains files on all budget change orders ensuring availability of supporting documentation.

Validates receipt of all incoming correspondence by date stamping all correspondence delivered and/or picked up from courthouse post office box. Performs administrative duties for the department by picking up and delivering incoming correspondence to the appropriate personnel.

Serves as the department's safety officer. Attends monthly meetings presented by the risk manager and conducts safety meetings at departmental level. Responsible for following procedures as promulgated by commissioners court.

Serves as back-up to Administrative Secretary III in all duties in the event of his/her absence.

Performs such other duties as may be assigned by management.

SUPERVISORY RESPONSIBILITIES:

Does not usually supervise other employees, but may assign work to volunteers and/or temporary employees.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any employee who drives a vehicle on official business must have a driving record which meets standards set by the County and the County's insurance carrier.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED) plus five years of increasingly responsible secretarial/administrative experience. One year supervisory experience preferred. Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in

situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

Excellent knowledge of business English, spelling, punctuation, arithmetic, office practices, equipment and materials.

Knowledge of department and county operations and policies.

Ability to exercise independent judgment regarding the release of sensitive and/or confidential information.

Ability to operate a computer using standard work processing and spreadsheet software packages.

Ability to type at a speed of at least 60 words per minute preferred.

Ability to communicate effectively both orally and in writing.

Proficiency in speaking Spanish may be desirable.

Ability to operate or demonstrated ability to learn to operate a computer, telephone, copier, facsimile machine, and typewriter.

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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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.

The noise level in the work environment is usually moderate.