

POSITION DESCRIPTION

Gallia County Department of
Job and Family Services

BARGAINING UNIT Classification Series:

- Account Clerk (165)
- Employment Services (642)
- Eligibility Referral (172)
- Child Support (262)

NON-BARGAINING UNIT:

- Confidential
- Supervisor
- Administrator

POSITION CONTROL NUMBER
40007.0

CLASS TITLE
ACCOUNT CLERK

CLASS NUMBER
16512

- | | | | | |
|---|---|--|--|--|
| <input type="checkbox"/> FULL-TIME | <input checked="" type="checkbox"/> PERMANENT | <input checked="" type="checkbox"/> CLASSIFIED | OVERTIME: | <input type="checkbox"/> NEW POSITION |
| <input checked="" type="checkbox"/> PART-TIME | <input type="checkbox"/> TEMPORARY | <input type="checkbox"/> UNCLASSIFIED | <input checked="" type="checkbox"/> ELIGIBLE | <input checked="" type="checkbox"/> CHANGE/UPDATE POSITION |
| <input type="checkbox"/> INTERMITTENT | | | <input type="checkbox"/> EXEMPT | <input type="checkbox"/> RECLASSIFIED POSITION |

USUAL WORKING TITLE OF POSITION
ACCOUNT CLERK

CLASSIFICATION OF POSITIONS DIRECTLY SUPERVISED:
N/A

NORMAL WORKING HOURS (Explain unusual or rotating shift)

Flexible part-time schedule approved by supervisor or director between normal agency hours 7:00 AM to 5:00 PM Monday - Thursday

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
90%	Follows established & written Fiscal procedures for: processing of invoices (e.g.: analyzes invoices (price, quantity, discounts, freight, etc.) for accuracy by matching invoice to ordered item(s), verifies eligibility for payment as allowable within grant restrictions, verifies vendor information of record is current, data enters invoice information (i.e.: account & financial codes, payment amount, vendor data, etc.), reconciles, recalculates as needed, prepares voucher & required document packages, obtains authorization if needed); processing of pay-in's (e.g.: performs double-check of money collected on daily basis, posts incoming money by data entry to proper systems and accounts, prepares paperwork for pay-in deposit with County); tracking of amounts paid to vendors & expenses by funding source (e.g.: utilizes systems & spreadsheet to monitor charges & expenses to ensure budget amounts not exceeded, immediately alerts supervisor or designee of problems); preparing purchase orders when needed to complete payments; prepares payroll, billing, etc., for assistance programs, maintains manual & electronic file systems. Reconciles various fiscal reports (e.g. compares with Auditor's office reports & makes adjustments through established Fiscal procedures when discrepancies are found). Ensures timely completion of monthly reports; immediately alerts supervisor or designee of problems or delays. Follows procurement procedures for agency purchases as assigned (such as: solicits quotations by internet search or phone contact for purchase of supplies & equipment, verifies costs & recommends vendor for selection, prepares purchase order, places order with approved vendor, tracks items through delivery, adds to inventory list and tags as needed), tracks all inventory, monitors contract balances. Performs related clerical duties (e.g.: copying, typing routine correspondence, filing, distributing mail, etc.). Performs daily document delivery from agency to agency as well as pick up and delivery of documents, etc back to our agency as needed. Backup to overseeing routine maintenance on all agency vehicles. This could include scheduling repairs, filling vehicles with gas, etc. Attends meetings, training & conferences as assigned.	Knowledge of: bookkeeping, government accounting, grant accounting, government procurement requirements, human relations, office practices & procedures, agency policies & procedures, government structure & process, law (re: confidentiality, public records, etc.); Skills in: typing, proficient use of personal computer programs (i.e.: word processing, spreadsheets), proficiency in State & County network programs (e.g.: CFIS, VIP, OB, etc.), office equipment (e.g.: calculator, copier, fax, etc.); Ability to: recognize grammatical & spelling errors, comprehend & record figures accurately, add, subtract, multiply & divide whole numbers, maintain accurate records, check pairs of items that are similar or dissimilar, gather, collate & classify information about data, people or things, deal with problems involving several variables in familiar context; define problems, collect data, establish facts & draw valid conclusions, recognize unusual or threatening conditions & take appropriate action, carry out written or oral instructions, deal with problems involving several variables, define problems, collect data, establish facts & draw valid conclusions, complete forms, use proper research methods in gathering data, answer routine telephone inquiries, handle sensitive inquiries from & contacts with officials & general public. Conducts one's self with courtesy, respect and consideration towards the public and coworkers at all times. Ability to work with others. Demonstrates regular, punctual and predictable attendance. Maintain valid Ohio driver's license & insurability through County liability coverage. Meet Federal and State requirements regarding system(s) security (such as requirements concerning FTI, HIPPA, etc.).
10%	Other duties as assigned by Supervisor and/or Director.	

MINIMUM CLASS REQUIREMENTS: (including license, if any) Associate Degree with core coursework in one of the following: accounting; business administration; public administration, (or equivalent field of study); OR A minimum of one year of related experience in accounting and one year of related experience in government accounting (or equivalent mixture of course work and work experience in government accounting). Acceptable "equivalent" is at the sole discretion of the Agency.

SIGNATURE OF AGENCY DIRECTOR/ADMINISTRATOR:



DATE

4/2/2026

FOR BARGAINING UNIT POSITIONS:

PROVIDED COPY TO CHIEF UNION STEWARD ON:

4/2/26 Date BY: Email Hand Delivered



SIGNATURE OF AGENCY REPRESENTATIVE