

Posting #: MTB - 12 - 007

MARTHA T. BERRY MEDICAL CARE FACILITY
VACANT POSITION POSTING

THIS POSITION IS WITH MARTHA T. BERRY MEDICAL CARE FACILITY. ALL APPLICANTS MUST COMPLETE A MARTHA T. BERRY MCF APPLICATION TO BE CONSIDERED. ALSO, APPLICANTS MUST HAVE A SUCCESSFULLY COMPLETED CLERICAL TEST ON FILE WITH MACOMB COUNTY HUMAN RESOURCES

This position is represented by AFSCME bargaining unit.

CLASSIFICATION TITLE: Account Clerk III - 2 Positions Available

Opening Date: 1/31/12
Closing Date: 2/14/2012

F.L.S.A. STATUS: Non-exempt

DEPARTMENT: Varies

SALARY RANGE: \$30,013.53 - \$34,301.18

CURRENT HOURS AND STARTING TIME: 37.5 Hours per week, current starting time will be 7 a.m., but may vary depending on needs.

APPOINTING AUTHORITY: Administrator

GENERAL RESPONSIBILITIES:

The employee in this classification, under the limited supervision of an assigned supervisor, performs a variety of clerical accounting duties which require an understanding of departmental operations, a high degree of accuracy and independent judgement; may perform the following tasks depending upon the assigned department: scheduling staff, reads and routes incoming mail; and answers telephone; performs related clerical duties; operates standard office equipment such as typewriters, personal computers, word processors, facsimiles machines, copiers, calculators and adding machines; may oversee the work of other clerical employees; performs related duties as assigned. (Not currently assigned but may: balances and reconciles accounts; computes interest, penalties and fees; processes cash disbursements and accounts payable and receivable.)

ESSENTIAL FUNCTIONS:

- Performs a variety of clerical accounting duties which require an understanding of departmental operations, a high degree of accuracy and independent judgement.
- Calculates and compiles figures for periodic reports.
- Operates personal computer to input, manipulate and extract data to generate required reports.

ESSENTIAL FUNCTIONS (continued):

- Checks computer sheet against all accounts/reports posted daily to assure accuracy, making corrections and changes as needed.
- Files, searches for and retrieves records and documents.
- Receives incoming telephone calls; answers questions appropriate to skill level; relays messages to appropriate individuals or departments.
- Makes duplicate copies of reports and/or information which is then routed to proper persons, departments and/or filed.
- Operates standard office equipment such as typewriters, personal computers, word processors, facsimile machines, copiers, calculators and adding machines.
- Opens, updates and closes accounts according to departmental policies and standard procedures.
- Posts entries to various account and cash journals, computes daily balances.
- Disburses payments and other funds to various accounts.
- Reconciles bank balances to original account entries and supporting records.
- Computes interest, penalties, fines and arrearage owed on delinquent accounts.
- Types or prepares vouchers, invoices, account statements, records and other correspondence.
- Composes and types routine correspondence.
- Reads and routes incoming mail.
- Bends, stoops and reaches in order to file, search for and retrieve records and documents.
- Lifts, moves and carries equipment and supplies that weigh up to 25 pounds.
- Provides assistance to the public and answers inquiries by telephone and mail regarding taxes, fees, billings, payments and departmental procedures.

ADDITIONAL FUNCTIONS:

- May oversee the work of other clerical employees.
- The statements contained in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job duties performed.

EDUCATION, TRAINING AND EXPERIENCE:

- Possession of a high school diploma or a certificate of successful completion of the General Educational Development Test, preferably supplemented with business school or college courses in general business.

EDUCATION, TRAINING AND EXPERIENCE (Con't.):

- A minimum of two (2) years of clerical accounting experience.
- Ability to type from clear copy or rough draft at a net speed of at least 44 words per minute; and have a passing score for Job Family 4 on the General Clerical Test.
- Successful completion of the probationary period for the position of Account Clerk III.
- Be physically able to perform the essential job functions, with or without, reasonable accommodation.

ADDITIONAL QUALIFICATIONS:

- Thorough knowledge of accounting and/or bookkeeping principles and practices.
- Thorough knowledge of office terminology; procedures and equipment.
- Thorough knowledge of business arithmetic and English.
- Knowledge of Windows, Word and Excel.
- Ability to perform relatively difficult calculations rapidly and accurately.
- Ability to make decisions in accordance with laws and established departmental policies and procedures.
- Ability to understand and follow written and oral directions.
- Ability to establish and maintain effective working relationships with staff and the public.
- Ability to conduct oneself with tact and courtesy.

MARTHA T BERRY MEDICAL CARE FACILITY IS AN EQUAL OPPORTUNITY

EMPLOYER