

## BOOKKEEPER ACCOUNTS PAYABLE

### NATURE OF WORK

This is complex clerical work involving the application of accounting principles to the maintenance of financial accounts and records.

Work involves performing accounting duties which require a working knowledge of financial principles and practices to process accounts payable using the A/S 400 system. Employees of this class work within clearly established accounting systems and procedures. Confidentiality of all work is required for this position due to the HIPPA regulations and payroll information. Work is reviewed by a technical superior in the form of periodic audits, accuracy of reports and records and compliances with departmental procedures.

### EXAMPLES OF WORK

Maintain computer accounting reports for budget, accounts receivable and accounts payable,  
Process all vendor claims for the county departments and inspects them for accuracy  
Process all jury and witness claims according to Nebraska State Statute  
Process claims for county phone bills  
Process claims for institutions billings  
Verify expenditures and account balances  
Process and print all necessary account payable reports, board preapproval report, claims register and check register journals and other books of entry  
Verifies expenditures and account balances adjusts and reconciles accounts and records and inspects accounts for accuracy  
Prepares report that is sent to County Treasurer for necessary funds to support the checks  
Process all checks and prepare for mailing or distribution  
Enter payroll information into claims process system from the bi weekly payroll  
Prepares monthly operating statement for all departments  
Balances monthly expenditures with Hall County Treasurer's Office  
Reviews the vendor imprest bank statement and clears check in the AS/400 system after reconciliation  
Assist in the annual budget complications and executions  
Collect and receipt daily fees and balance sheet prepare bank deposits for collected fees  
Balance fee book at the end of the month  
Issues marriage licenses

Perform routine clerical and reception work including typing, data entry filing photocopying and answering phone calls

### NON ESSENTIAL FUNCTIONS

Complete a variety of departmental miscellaneous tasks and other duties deemed necessary for the operation of the office.

### DESIRABLE KNOWLEDGE ABILITY AND SKILLS

Knowledge of public accounting methods, principles and practice

Knowledge of modern office practices, procedures, equipment and standard clerical techniques

Ability to accurately compute and maintain accounts payable records and to prepare reports from the records

Ability to establish and maintain effective working relations with County Officials and other employees

Ability to communicate effectively both orally and in writing

#### TRAINING AND EXPERIENCE

Graduation from high school, supplemented by courses in bookkeeping or accounting or an associate's degree in accounting or 5 years experience in clerical accounting or any equivalent combination thereof

## BOOKKEEPER PAYROLL

### NATURE OF WORK

This is complex clerical work involving the application of accounting principles to the maintenance of financial accounts and records.

Work involves performing accounting duties which require a working knowledge of financial principles and practices to process the county payroll using the ADP payroll system. Employees of this class work within clearly established accounting systems and procedures. Work is reviewed by a technical superior in the form of periodic audits, accuracy of reports and records and compliances with departmental procedures. Confidentiality of all work is required for this position due to the HIPPA regulations and payroll information.

### EXAMPLES OF WORK

Distribution and collection of all necessary governmental documentation and benefit forms  
Create employee's personnel files with necessary information to process payroll  
Supply reports to departments as requested  
Process all payrolls for the county departments and inspect for accuracy  
Process and print all necessary payroll reports, deduction reports and process payment for various deductions  
Verifies expenditures and account balances adjusts and reconciles accounts and records and inspects accounts for accuracy  
Prepares report that is sent to County Treasurer for necessary funds to support the checks  
Process all checks and direct deposit slips and prepare for mailing or distribution

Collect and receipt daily fees and balance sheet prepare bank deposits for collected fees

Issue marriage licenses scan into system for electronic file and file original licenses

Assist in the issuance of licenses tobacco liquor and amusement licenses

Perform routine clerical and reception work including typing, data entry filing photocopying and answering phone calls

### NON ESSENTIAL FUNCTIONS

Complete a variety of departmental miscellaneous tasks and other duties deemed necessary for the operation of the office.

### DESIRABLE KNOWLEDGE ABILITY AND SKILLS

Knowledge of public accounting methods, principles and practice

Knowledge of modern office practices, procedures, equipment and standard clerical techniques

Ability to accurately compute and maintain accounts payable records and to prepare reports from the records

Ability to establish and maintain effective working relations with County Officials and other employees

Ability to communicate effectively both orally and in writing

#### TRAINING AND EXPERIENCE

Graduation from high school, supplemented by courses in bookkeeping or accounting or an associate's degree in accounting or 5 years experience in clerical accounting or any equivalent combination thereof

BOOKKEEPER  
HALL COUNTY CLERK

The Hall County Clerk's Office currently has positions available for bookkeepers

**ACCOUNTS PAYABLE BOOKKEEPER** Work involves application of accounting principles to process accounts payable using the A/S 400 system.

**PAYROLL BOOKKEEPER** Work involves application of accounting principles to process payroll using the ADP payroll system.

**EXPERIENCE** - Graduation from high school, supplemented by courses in bookkeeping or accounting or an associate's degree in accounting or 5 years' experience in clerical accounting or any equivalent combination thereof

Interested parties may submit resumes to Marla J. Conley Hall County Clerk. The job descriptions are available on the county web site at <http://www.hcgi.org> or may be picked up at the Hall County Clerk's Office, Administration Building, 121 South Pine Suite 4, Grand Island. Resumes will be received until November 24, 2014.

Marla J. Conley  
Hall County Clerk