

Accounts Payable Clerk/Election Clerk

Blaine County has an opening in the Clerk and Recorder's Office for an Accounts Payable Clerk/Election Clerk. Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3rd floor of the Blaine County Courthouse or from Job Service, in Havre, MT. The job description and application are also available online at www.blainecounty-mt.gov. All applicants must use a Blaine County Application. Applications must be submitted to the Blaine County Human Resource Office. **POSITION IS OPEN UNTIL FILLED.**

Blaine County is an Equal Opportunity Employer.

BLAINE COUNTY

POSITION DESCRIPTION

POSITION: Accounts Payable Clerk/Elections Clerk

DEPARTMENT: Clerk & Recorder's Office

ACCOUNTABLE TO: Clerk & Recorder

PLEASE COMPLETE THE FOLLOWING TESTS AND ATTACH RESULTS WITH YOUR APPLICATION:

- **TYPING TEST**
- **10 – KEY TEST**

SUMMARY OF WORK: Maintain budgetary accounting and expenditure records, enters data into computers; maintains bookkeeping records using BARS accounting system; prepares daily, weekly, monthly, quarterly and annual financial records and reports. Responsible for accounts payable, maintain and update vendor list, process claims and claim checks with accuracy and in a timely manner Assist with all duties and activities of the elections, maintenance and updating of the Fixed Assets of the county. Maintain close and cooperative working relationships with supervisory personnel, other office personnel and the general public. Assists with indexing of the archived documents into the computer. Waits on front counter and assists in recording and filing of documents as needed, required to file and issue birth and death records, collect and receipt fees, balance daily transactions, and in general, adapt to all phases of work within the office. Assist with all other office duties when required and as requested.

JOB CHARACTERISTICS:

Nature of Work: This position performs duties requiring attention to accuracy, detail, and timeliness in processing of claim documents and maintenance of records; must determine sufficiency and payable status of documents. Requires the ability to learn and retain substantial laws relative to the subject matter and be able to research the law when necessary. Position must be able to work extremely well with the public and work with frequent interruptions. Requires absolute ability to maintain confidentiality of sensitive information. Breach of confidentiality laws will result in immediate dismissal from the Clerk and Recorder's office. Will be required to work overtime hours during election cycles and occasionally at other times specified by office workload. Hazards of the position include heavy lifting of boxes, books, equipment and hand indexing.

Personal Contacts: Must work daily in very close proximity in a single office area with other employees. Continuous and harmonious interaction with other

office employees is necessary and required. Position requires contact with the public at the counter and in the office. There is frequent interaction with other county departments, law offices, title companies, and financing institutions.

Supervision Received: Supervision from the Clerk & Recorder as needed.

Essential Functions: Sitting at desk using keyboards for an extended period of time. Being on your feet for extended periods of time. Position requires ability to: communicate orally and in writing; read, learn and understand laws, legal descriptions, and regulations pertinent to these and other office matters. Computer, typewriter, scanner and ten-key operation and competency; proper telephone communication skills; bookkeeping, daily office reports, and outside reports when required; legible handwriting; filing, indexing and retrieval materials; research records in computer and old books when required which requires heavy lifting; aid in complete voting process, including lifting of heavy materials.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Determines if an invoice is accurate and is responsible for getting the appropriate department head to approve the claim. Responsible for the correct BARS accounting codes applied to each claim, review the budgets to verify that there is adequate funds in the account. Responsible for getting claim checks written and sent out on time. Refer to Essential Functions above. Sends out quarterly statements for copies, fax & postage. Additionally, waits on the counter and assists customers with birth and death certificates, title research, election registration, preparation, voting, using computer and hand methods. Assist with recording and filing documents and balance the reception book as needed.

JOB REQUIREMENTS: The successful applicant must be able to perform the following job requirements with or without reasonable accommodation.

Knowledge: This position typically requires an extensive knowledge of the BARS accounting and bookkeeping skills. Knowledge of legal land descriptions, basic bookkeeping, computer, typing, ten-key and calculator. Ability to locate, read, interpret, and utilize Montana Code. Learn and apply election process. Present an agreeable, pleasant, and friendly demeanor when working with the public and others. Essential Functions detailed above are incorporated into Job Requirements by this reference.

Skills: Use of computer; calculator; typing, copy, fax, scanning and postage equipment. People oriented. Quick to learn and retain information. Willing to share work load for the benefit of the office. Cooperative and friendly with co-workers. Able to lead and teach when requested.

Abilities: This position requires the ability to: work independently with little supervision, meet deadlines, maintain confidentiality with sensitive records and records protected by law; read and interpret Montana laws, and follow through legal matters; be flexible and do varied tasks; be highly organized; work with interruptions; calculate; maintain updated accurate records; prepare reports; work well with people; be self-motivated; accurately record information; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public. Possess telephone verbal skills and courtesy. Must be able to travel and attend training sessions. Ability to lift 40 pounds.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School diploma or equivalent diploma (GED)
- Experience in secretarial practices and office procedures and in use of computers, office machines, and basic bookkeeping. This may be acquired in part through educational courses.
- Knowledge and use of Montana Codes Annotated

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties with minimal supervision.
- Accurately processes and pay claims.
- Maintains accurate and timely records.
- Effectively waits on the counter and assists customers.
- Deals tactfully and courteously with the public.
- Provides accurate information to the public.
- Accurately handles and balances accounts payable.
- Competently assists with elections.
- Observes work hours and is at work unless scheduled for time off, or absent due to illness.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.

**Accounts Payable Clerk/Election Clerk
Position Fact Sheet**

Work Week:	Monday – Friday, 8:00 – 5:00. Modification of work week is at the discretion of the supervisor
Salary:	\$19.34 per hour: \$40,227.20 annually ***85% is for the first six (6) months: \$16.44 an hour ***90% is for month 7 to 12: \$17.41 per hour
Health Insurance:	Employee single rate insurance premium paid by the County. A variety of plans are available. Employees have the option to add family members at employee's expense.
Dental Insurance:	Available at employee's expense
Vision Insurance:	Available at employee's expense
Retirement:	Public Employee Retirement System (PERS) 7.9% Contribution of Employee Wages 8.47% Contribution by County
Vacation Leave:	Employee earns 10 hours per month (eligible for use after 180 days of continuous employment)
Sick Leave:	Employee earns 8 hours per month (eligible for use after 90 days of continuous employment)
Probationary Period:	Twelve (12) Months