



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Accounting Clerk (Revenue Administration)	Job Code:
Reports to: Accounting Manager	FLSA Status: Exempt
Department: Finance	Approved

Purpose of Classification:

Under the supervision of the Accounting Manager, the purpose of this classification is to perform a wide range of paraprofessional accounting and fiscal control functions to support the County's financial operations, ensure accurate reporting, and maintain compliance with relevant policies, regulations, and standards. Provides information and assistance to internal and external customers. Additionally, the position will support the general accounting practices and day-to-day business operations of the department and perform other duties as assigned.

Essential Functions:

- Maintain and report financial information in a timely manner; prepare and provide financial reports. Advise the Accounting Manager of all financial and accounting matters affecting the County.
- Informs and advises the Accounting Manager on all department issues affecting the County; provides support and information to other department managers.
- Assist in the daily processing of financial transactions, particularly those involving revenue collection, including bank deposits, electronic fund transfers, and journal entries, ensuring accuracy and compliance with established policies and procedures.
- Works with department heads and staff to ensure timely and accurate revenue collection, administration, and accounting.
- Prepares financial reports and various accounting statements.
- Prepares and enters daily receipts, maintains journals, determines balances outstanding, and verifies all bank fees.
- Prepares and maintains revenue and other financial records and reports, including bank reconciliations.
- Maintains sales and other tax receipts.
- Assists as needed with the preparation of annual and other financial reports.
- Follows and promotes policies and procedures of Effingham County.

Preferred Education, Experience, and Attributes and Qualification Requirements:

- Must be reliable and extremely trustworthy
- Must be proficient in Microsoft Office Suite, specifically Word, Outlook, and Excel, and similar programs. Ability to operate related office equipment, such as computers, a 10-key calculator, and a copier. Highly proficient with accounting software.



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- Excellent organizational skills and attention to detail.
- Ability to maintain confidential and meticulous records.
- Excellent verbal and written communication skills.
- Ability to work independently and in a fast-paced environment.
- Ability to anticipate work needs and interact professionally with customers.
- Ability to work collaboratively with colleagues.
- Ability to perform a full range of clerical and routine administrative and programmatic work.
- Extensive knowledge of general financial accounting and cost accounting preferred.
- High school diploma or GED, Business or Accounting degree, or equivalent experience preferred.
- Never been convicted of a felony.
- A citizen of the United States or one who has obtained legal work status.
- Must pass a detailed background investigation and credit check.
- Previous experience preferred.

Performance Aptitudes

Data Utilization:

- Requires the ability to review, classify, categorize, prioritize, and/or analyze data. This includes discretion in determining data classification and referencing such analysis to established standards to recognize actual or probable interactive effects and relationships.

Human Interaction:

- Requires the ability to apply principles of persuasion and/or influence.
- Equipment, Machinery, Tools, and Materials Utilization:
- Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude:

- Requires utilizing various reference, descriptive, and/or advisory data and information.

Mathematical Aptitude:

- Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may consist of the ability to compute discount, interest, profit and loss, ratio and proportion; may consist of ability to calculate surface areas, volumes, weights, and measures.



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Functional Reasoning:

- Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning:

- Requires the ability to exercise judgment, decisiveness, and creativity in situations involving evaluating information against measurable or verifiable criteria.

ADA Compliance

Physical Ability:

- Tasks require exerting moderate, though not constant, physical effort. They typically involve climbing, balancing, stooping, kneeling, crouching, and crawling. They may include lifting, carrying, pushing, and/or pulling objects and materials of moderate weight (12-20 pounds).

Sensory Requirements:

- Some tasks require the ability to perceive and discriminate visual cues or signals, and some require the ability to communicate orally.

Environmental Factors:

- Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, temperature extremes, or traffic hazards.

** To comply with regulations by the Americans with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the duties' purpose and result rather than how they are performed. The following definition applies: a job function is essential if removing that function would fundamentally change the job.