

# MONTCALM COUNTY

## COUNTY CONTROLLER'S OFFICE/TREASURER'S OFFICE FINANCE CLERK

**Full-Time**

**\$17.57 - \$20.57 per hour**

### General Summary

Under the supervision of the Chief Financial Officer and the County Treasurer. Performs a variety of functions related to the financial management programs. Performs the accounts payable function for the County as well as various other bookkeeping tasks. Assists in preparing the annual County budget.

### Essential Functions

1. Performs accounts payable function for the County. Processes a minimum of six (6) check runs per month, one every Thursday and two Board runs per month. Enters invoices/vouchers into accounting system, verifies accuracy of expenditure, verifies that proper procurement procedures were followed, and verifies W-9/1099 worthiness of vendors. Prints checks after receiving proper approval from County Treasurer and County Clerk, or Chairman of Finance and Personnel Committee. Creates and enters journal entry for wire transfer of funds to cover check run. Folds and disburses checks to departments for mailing/processing.
2. Performs document imaging function for the County. This includes electronic scanning and saving of all check copies with their appropriate backup to the document imaging system for desktop retrieval. Files hard copy, in numerical order, when scanning is properly completed.
3. Reconciles credit card accounts within the Treasurer's Office, as well as, various other reconciliations as needed.
4. Verifies daily banking deposits and withdrawals for County checks and other transfers between accounts.
5. Verifies and reconciles general ledger account balances.
6. Verifies and reconciles the Treasurer's credit card accounts for taxes and dog licenses.
7. Prepares the DS4410 reports for the State Education Tax (SET).
8. Completes the chargeback process necessitated by the Michigan Tax Tribunal and Board of Review Orders, or when property becomes State owned. Processes include refunding money, adjusting taxes and computer records, compiling journal entries for the Controller's Office, billing local units of government and adjusting the district tax levy receivables.

9. Assists Chief Financial Officer in preparation of County's annual budget.

### **Other Functions**

10. Performs other duties as assigned

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

### **Employment Qualifications**

**Education:** Equivalent of an Associate's Degree with coursework in accounting.  
and/or

**Experience:** Two years of experience in governmental accounting or related field.

**Other Requirements:** Possession of a valid Michigan Driver's License.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access departmental files.

Ability to enter and retrieve information from computers.

Ability to move and inspect computer terminals, printers and related equipment.

Ability to lift and carry boxes of computer paper and data binders.

Ability to access all County offices to provide data processing services.

### **Working Conditions:**

Works in office conditions the majority of time but is required to visit all County locations.

Applications are available (online at [www.montcalm.us](http://www.montcalm.us) or outside the Controller's Office) and are due in the Montcalm County Controller's Office, 211 W. Main Street, PO Box 368, Stanton, MI 48888. Applications will be accepted until 4:00 p.m. on Friday, March 17, 2017. EOE