

KLEBERG-KENEDY COMMUNITY SUPERVISION & CORRECTIONS DEPARTMENT

Position: ACCOUNTING CLERK (part-time position)

Pay: Start Pay \$9.00

Reports to: Deputy Director of Administration

Supervises: Not Applicable-No Subordinate Staff

Closing Date: When filled

Primary tasks: General accounting duties for fiscal services and TAIP unit. Prepares daily deposit, reconciles TAIP billing, perform financial adjustments and file.

Major Activities: 1) Review, reconcile and compile daily deposit of daily financial collections 2) Audit files 3) Prepare adjustments. Reconcile monthly TAIP billing 4) Perform any other duties as assigned by a member of management.

Skills needed: Must have ability to analyze financial data for accuracy, execute independent judgment, and perform accounting tasks. Keyboarding and 10 Key proficiency required.

Qualifications: Must meet attendance requirements (attend work on a regular daily basis without excessive absences-(more than two consecutive days per month). Must have the capability to perform each task proficiently with minimal supervision. Preference will be given to individuals who have acquired prior experience with Microsoft Office software using Word, Excel, and Outlook programs. Must have a high school diploma or GED equivalency. Must have prior accounting/bookkeeping and money handling experience.

Updated: 9-19-08

Created: 11-18-04