

# Cascade County

## Job Vacancy Announcement

<b>Position: Account Clerk</b>	<b>Closing Date: October 9, 2013</b>
<b>County Department: City-County Health Department</b>	<b>Dept. Admin.: Alicia Thompson</b>
<b>Type of Position: Full-Time</b>	<b>Salary: \$10.35 per hour</b> Must join Teamsters Union
<b>Applications available at Cascade County Human Resources Department, <a href="http://www.cascadecountymt.gov">www.cascadecountymt.gov</a> or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.</b>	

### POSITION DESCRIPTION

Under the supervision of the Health Officer, this position prepares, processes, and maintains a variety of financial records, statements, documents, and reports, with primary focus on accounts payable for both clinic and health department accounts; ensures proper and accurate control and process, account coding, recording of all account receivables and payable, as well as assists the Cascade City-County Health Department and Cascade Community Health Center, Inc. to comply with department, state, and federal accounting and procedure requirements; and arranges training and travel for all departments.

### JOB REQUIREMENTS

**Knowledge and understanding of:** Montana's State budgeting, accounting policies and regulations; principles and procedures of governmental accounting and budgeting; Microsoft Office Suite software including Word, Outlook, PowerPoint, Adobe Acrobat; Excel; operating computer systems and software; phone etiquette; time management, and work with difficult people.

**Skills in:** Intermediate to advanced software (Excel, Access, Word, Outlook); ability to learn and adequately operate CCHD & CHCC software applications.

**Ability to:** Learn county computer systems (Logos.net, etc.); pay attention to detail and accuracy; function with skilled financial office practices, processes and equipment; make complex accounting entries; performs computations accurately and quickly; uses a 10-key calculator; prepares well-organized and accurate spreadsheets; maintains strict standards of confidentiality; Respond to management requests in an efficient manner; work independently and plan projects; communicate effectively orally and in writing; perform job duties with minimal supervision; sit for long periods of time, and work as a team player.

### EDUCATION AND EXPERIENCE

The above knowledge, skills and abilities are typically acquired through a combination of education and experience. At a minimum all applicants must have an Associate's Degree in Accounting or Financial Management or one (1) year of experience working in an accounting position. Experience must include accounting or bookkeeping duties; skilled use of 10-key; filing and records management; computer data entry; and the use of personal computer for office applications using word processing, database and spreadsheet software. Two (2) years accounting in governmental accounting and knowledge of GAPP and BARS preferred. Applicant must possess a valid MT Driver's License issued by the state of MT or be able to obtain with 30 days of hire.

*The successful applicant shall serve a 6 month probationary period, must join the Teamsters Union, and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county. Applicant must possess a valid Montana Driver's License issued by the State of Montana or be able to obtain one within 30 days from date of hire.*

**Notice to Applicants:** Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

**Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.**