



County of Berks POSITION DESCRIPTION FORM

Position Title:	Account Clerk II		
Department:	Juvenile Probation Office	Reports To: (Title)	Office Manager
Effective Date:	December 31, 2003	Revision Dates:	February 11, 2020
Wage Category:	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt	
EEO-1 Category:	Administrative Support	Union Classification:	AFSCME

POSITION SUMMARY:

To ensure accurate accounting records for receipts and/or disbursements with the Juvenile Probation Office. Duties include performing a variety of complex clerical, bookkeeping and account tasks including verifying bills and contracts, determining Court costs, receiving payments, preparing payroll and maintaining payroll records, and enrolling juveniles placed outside their homes into health care program.

POSITION RESPONSIBILITIES:

Essential Functions

1. Verifies bills and contracts for purchased services and forwards same to the Controller's Office for payment and prepares various spreadsheets and fiscal reports detailing the expenditure of departmental funds to assist in budgetary compliance
2. Determines Court costs and enters costs and other fines in JPO database.
3. Receives payments, applies the payments to the correct deduction and issues receipts and balances daily receipts and makes bank deposits.
4. Prepares payroll records, processes cash advance and insurance reimbursement requests, reviews employee's expense accounts, and maintains internal records.
5. Enrolls juveniles who are placed outside of their homes into health care program, provides Berks County Children and Youth Services with information necessary to determine Title IV-E eligibility, processes Early Periodic Screening Diagnosis and Treatment forms, and processes and forwards Adoption and Foster Care Analysis and Report System forms and Temporary Assistance to Needy Families applications to BCCYS.

Non-Essential Functions

1. Answers telephones calls and waits on visitors and directs same to appropriate persons. Responds to citizen inquires by giving general information only.
2. May review bank statements and reconcile account balances of same and reports outcomes to the County Controller and may make disbursements.

MINIMUM EDUCATION AND EXPERIENCE:

- High school diploma.

- Minimum of two (2) years experience in bookkeeping, accounting or secretarial assignments involving advanced record keeping (directly related business school or college courses may be substituted equally for up to one (1) year experience).
- Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of accounting theories and practices and accepted office procedures.
- Ability to perform a volume of numerical detail work with speed and accuracy, to make difficult mathematical computations with and without mechanical assistance.
- Ability to understand and follow oral and written instructions and technical or legal terminology.
- Ability to prepare financial and other records in a systematic, neat legible manner.
- Ability to type at a speed of 47 WPM from clear copy with 85% accuracy.
- Ability to operate a calculator by touch.
- Ability to maintain cooperative working relationships.
- Ability to communicate effectively orally and in writing.
- Ability and willingness to learn and to perform tasks of progressively increasing difficulty.
- Ability to work independently and as a team.
- Ability to be a self-starter and work with little supervision.
- Ability to handle stress.
- Physical presence in the office is required.

PHYSICAL DEMANDS:

Work involves walking, talking, hearing, using hands to handle, feel objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee must occasionally lift and/or move up to 10 pounds a distance of fifteen (15) feet or less.

WORKING ENVIRONMENT:

Normal office environment.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.