



**CHILTON COUNTY COMMISSION**

500 2nd Avenue North Clanton, AL 35045

205.755.1551 x4201

<https://chiltoncounty.org/>

**COMMISSION CLERK III**

<b>Open:</b> 05/30/2024 <b>Closes:</b> 06/30/2024	<b>FLSA Status:</b> Full Time/Non-Exempt
<b>Pay Basis:</b> Grade 10, Step A (\$24.60 hour)	<b>Reports To:</b> Administrator
<b>Hours:</b> M-F (8:00am – 4:00pm)	<b>Location:</b> Commission Office

**HOW TO APPLY**

Applications can be mailed or dropped off at the Chilton County Commission Office to the Human Resource Department at 500 2<sup>nd</sup> Avenue North, Clanton, AL 35045 or sent electronically to the Human Resource Director, Terry Hinton at: [thinton@chiltoncounty.org](mailto:thinton@chiltoncounty.org). Submitted applications are to be to the attention of Human Resource Department.

**JOB SUMMARY:**

Under the direction of the Administrator and/or Assistant Administrator, the employee assists in maintaining the accounting system for the county. Assists in preparing budget, financial statements and paying accounts payables. Employee receives general instruction from the Administrator and /or Assistant Administrator in making day to day operating decisions.

**JOB DOMAINS:**

- A. Bank Reconciliations. Makes any required journal entries and adjustments. Reconciles bank statements for all accounts on a monthly basis.

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- B. Purchase Orders. Assists department heads in preparing, encoding and submitting purchase orders. Approves purchase orders from various departments.
- C. Financial Statements. Assists the Administrator and/or Assistant Administrator in preparing annual financial statements to be audited.
- D. Budget. Monitors budget to ensure no posting error or overages. Compiles historical information for budgetary purposes. Assists in preparing annual budget. Prints monthly budget reports for Commissioners.
- E. Accounts Payable. Responsible for assisting in paying accounts payables from various funds. Invoices are matched to purchase orders then paid monthly. Other payables are paid on a weekly basis.
- F. Clerical. Answers telephone, routes calls. Prepares various reports. Type letters and memos. Assists taxpayers or vendors that call or come by the office.
- G. Other duties as assigned.

**JOB SPECIFICATIONS:**

Knowledge, Skills and Abilities. Knowledge of county governmental accounting methods and procedures. Knowledge of county rules, regulations, policies and procedures. Working knowledge of business English and report writing. Verbal skills to effectively communicate with office staff, supervisor, department heads, various agencies and the public. Skills in accounting and finance to prepare budgets and financial statements. Reading skills to read and understand complex materials to include accounting manuals, state and federal regulations, directives, etc. Computer skills to use accounting software systems efficiently. Working knowledge and experience using Microsoft Office software, including Word, Excel, Publisher, Outlook and PowerPoint. Ability to interpret fiscal and accounting records to prepare accurate and complete financial statement and reports. Ability to operate basic office equipment.

Other Characteristics. Possess a bachelor's degree in accounting, finance or related field. Possess a valid driver's license. Willing to work overtime to meet deadlines. Willing to travel and attend conferences and training sessions for professional improvement and certification. Any combination of education and experience will be considered.

Additional Grade Assignments:

- Media Management
- Asset Management
- Grant Management
- Bid Management

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- Vendor Management

Work Environment.

100% Office Conditions.

**NOTE:**

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

**I have read, understood, and had the opportunity to ask questions regarding this position description.**

<b>Employee Signature:</b>	
<b>Print Name:</b>	
<b>Date:</b>	

<b>Administrator or Designee) Signature:</b>	
<b>Print Name:</b>	
<b>Date:</b>	