

BAY COUNTY ROAD COMMISSION

ACCOUNT CLERK II

General Summary

Under the supervision of the Finance Director, performs a variety of account keeping functions such as assisting with the accounts payable process and generating vendor checks. Performs a variety of account keeping and clerical support functions such as preparing and typing a variety of reports and other documents, and maintaining a variety of office files. Greets and assists all callers and visitors. Proficient in Microsoft Word, Excel, Publisher and Outlook.

Essential Functions

1. Enters accounts payable, both invoices and purchase orders, into Precision accounting system. Finalizes payment processing for every Board meeting, including running AP reports, printing checks and ACH remittances, and creates ACH files to be uploaded to the bank. Completes vendor transfers and prints invoice reports to be distributed. Print accounts payable checks and ACH remittances and files invoices and purchase orders once signed and paid.
2. Maintains vendor accounts. Keeps vendor accounts up to date with ACH, W-9's and address changes. Marks vendors as inactive when no longer in use. Sets up new vendor accounts.
3. Prepares bi-weekly agenda for Board meetings in Word and Adobe. Distributes agendas through e-mail to Commissioners, Township Officials, BCRC & DWS Management. Prepares and finalizes BCRC & DWS meeting minutes and posts them on the BCRC website. Prepares Commissioners laptops with agendas and sets up meetings on WebEx.
4. Prepares miscellaneous invoices to be mailed out to vendors and inputs them into Precision. Receipts checks/ACH payments. Distributes permit monies received by Oxcart to the corrects accounts and receipts in monthly. Creates a monthly deposit and completes a remote deposit.
5. In charge of all Township Agreements. Keeps track of which agreements are signed in OneSpan and Board approved. Tracks all Work Order numbers with invoices that go out and monies received from townships through an Excel Cost Log spreadsheet.
6. Posts employee notices and keeps track of the index numbering. Downloads employee notices to the Employee Portal.
7. Inputs daily fuel use of equipment into an Excel spreadsheet and posts fuel usage at month-end into Precision.
8. Inputs dust control usage into Excel spreadsheet when used. Invoices townships for their share towards the end of fall.

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9. Reconciles bank statement and balances accounts related to payroll and accounts payable.
10. Answers incoming telephone calls and responds to inquiries, transfers the call to the proper individual or office, and/or inputs complaints into Cityworks. Greets visitors and directs them to the proper office or answers inquiries, and/or inputs complaint into Cityworks.
11. Performs a variety of data entry functions in Microsoft Word, Excel, Publisher and Outlook.
12. Opens, date stamps and distributes mail. Prepares and processes outgoing mail. Keeps postage meter filled.
13. Prepares, posts and files State accident reports through the MDOT Property Damage Reclamation Process.
14. Types various documents such as correspondence, Professional Service Agreements, and Contracts in OneSpan, for the Engineer Manger, Director of Engineering and others.
15. Makes reservations and travel arrangements for various meetings attended by the Commissioners and management staff. Registers employees for various training and webinars.
16. Performs a variety of support tasks such as balancing and receipting petty cash, ordering and maintaining office supplies, copying and assembling reports and other materials, and other related tasks.

Other Functions

All other duties as assigned

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications

Education: Two-year accounting degree or two years related experience in accounting and data processing.

Experience: One to two years experience in an office environment utilizing software related to that of the Road Commission, preferably with some spreadsheet and account keeping experience.

Other Requirements: None listed.

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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.

Periods of prolonged sitting at a computer screen.

Ability to enter and access information in a computer system.

Working Conditions:

Works in office conditions.