

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106490

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Properties & Facilities

COUNTY OF EMPLOYMENT
Franklin

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Account Clerk 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005714 Administrative Officer 1

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type

Bargaining Unit 22
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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30 a.m. TO: 4:30 p.m. (Mon. – Fri) Report in location & work hours subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	Reviews, researches, codes & prepares invoices, receipts, vouchers or other accounting documents: assists with processing purchase requests (e.g., creates & proofs RTPs); reviews Open Purchase Order reports from GSD Business Office & takes appropriate action if purchase order is fully liquidated; researches past purchases; retrieves voucher information from OAKS & from files; verifies receipt & payment of invoices; prints, date stamps & files purchase orders; enters data into spreadsheets or databases; scans or copies payables or purchasing documents; pre-processes invoices for payment.	Knowledge of (1) office practices & procedures; (2) structure of division*; (3) bookkeeping; (4) agency & state bookkeeping policies & procedures*; (5) agency & state purchasing policies & procedures*. Skill in (6) operation of computer & associated hardware & software (e.g. Access, Word, Excel, OAKS*). Ability to (7) deal with problems involving few variables; (8) check pairs of items that are similar or dissimilar. (9) comprehend & record figures accurately; (10) maintain accurate records; (11) proofread materials, recognize errors & make corrections.
20	Assists Support Services Manager in pulling accounts payable, purchase order, vendor payment information from OAKS: assists in pulling & organizing information for OPF Weekly Dashboard; assists in pulling data from OAKS for Quarterly Metrics Analysis; assists with review/proofing of Pay Card Summaries.	Knowledge of 1, 2*, 3, 5* Skill in 6 Ability to 7, 8, 9, 11
15	Provides clerical support: files; responds to customer requests & inquiries & other ad hoc requests; attends job-related training opportunities; operates computer using appropriate software (e.g. Microsoft Outlook, Microsoft Word, Microsoft Excel, Microsoft Access – Facilities Work Order Database); enters & retrieves data; provides back-up support for OPF Call Center through creation of Work Order Requests & by answering Work Request & OPF call-off lines; runs reports from Work Order database; provides back-up support for daily OPF call-off emails.	Knowledge of 1 Skill in 6 Ability to 7, 9, 11
10	Orders supplies for OPF: works with Quality Assurance Technician to order janitorial supplies for buildings; provides support for purchases of various types of equipment & telecommunication devices; prepares periodic inventory reports & supply reconciliations; performs other duties as requested.	Knowledge of 1, 2*, 4*, 5*, (12) inventory control Skill in 6 Ability to 8, 9, 10, 11

*developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven/ce

5/2/12

POSITION NUMBER
20005808

JOB CODE TITLE
Account Clerk 2

JOB CODE
16512

apd 5-3-12-ol