

OFFICE OF THE RICHLAND COUNTY ENGINEER
77 NORTH MULBERRY STREET
MANSFIELD, OHIO 44902

JOB DESCRIPTION

POSITION TITLE: **ACCOUNTING/OFFICE CLERK**

I. JOB OBJECTIVES:

Under administrative direction, assists with the day to day operations of the Engineer's Office. This includes secretarial services, accounting, payroll assistance, federal and state grant accounting, and general office functions. The Engineer's Departments operate on the use of public funding, therefore accuracy and detail is of the utmost importance. Reports to the County Engineer and/or the Office Manager.

II. ESSENTIAL JOB FUNCTIONS:

Collects, organizes, and processes all bills/accounts associated with the Engineer/Highway/Tax Map offices. Maintains, files, stores, and discards the same according to County/State/Federal policies and directives;

Produces monthly budget reports with line item details. Notifies Office Manager and/or County Engineer on findings, balances, or issues associated with budget;

Answers office phone line and distributes calls to the appropriate contact. Responds to public walk-ins and staff appointments by coordinating visitors with the appropriate staff member;

Prepares, processes, and files bid documents, including bid tabulation sheets, legal notices, prevailing wage rates, and correspondence letters, associated with the Engineer's projects and materials (asphalt, salt, etc);

Prepares, maintains, files, and processes contract documents, including correspondence letters, contractor information, and finalization documents, for Engineer's projects and materials (asphalt, salt, etc);

Maintains annual road inventory of all Township and County roads and reports the same to ODOT. This includes tracking road use changes, vacations, annexations, and other processes that alter County/Township road mileage;

Acts as the Office Records Manager. Keeps an accurate account of office equipment, materials, and supplies. Is apprised of laws governing open records policies (Ohio Sunshine Law),

maintains and processes public records requests. Tracks and coordinates proper disposal of the Engineer's equipment, files, and records;

Coordinates, maintains, files, prepares, and processes Federal and State Grant payments. Communicates with the Grant Administrative Authority to ensure accuracy and proper processing of Grant payments. Prepares end of year reports for Federal and State Grant auditing;

Travel to County Courthouse to distribute/collect interoffice mail, perform other accounting transactions;

Performs other administrative duties (mail distribution, typing, filing, reporting, etc.) as assigned.

III. SKILLS AND KNOWLEDGE:

Equipment:

Ability to operate/use common office equipment (i.e. computer, electronic typewriter, calculator, fax machine, copier, scanner, telephone, etc).

Critical Skills/Expertise:

Knowledge of County Engineer organization, practices, policies, procedures, and work rules;

Knowledge of Richland County governmental organization;

Ability to develop and maintain good working relationships with associates, elected officials and general public;

Ability to plan, schedule, and prioritize work effectively and efficiently;

Ability to use and apply knowledge in the use of computer office programs, such as Word, Excel, Access, Munis, Softworks, email, etc;

Ability to effectively communicate in common English, both in oral and written form, utilizing proper grammar, punctuation, and spelling;

Ability to enter alpha-numeric data and perform arithmetic computations accurately and efficiently;

Ability to follow specific guidelines and instructions as necessary.

IV. JOB STANDARDS:

Completion of post-secondary education with training/course work in office accounting practices or; completion of secondary education and an equivalent combination of course work and related work experience. Must possess a valid Ohio Driver's License.

V. RESPONSIBILITY:

Incumbent applies organizational guidelines, policies, and procedures in carrying out the assigned duties. Accuracy in work is extremely important in performing the essential functions of the position.

VI. PERSONAL WORK RELATIONSHIPS:

Incumbent interacts with co-workers, representatives of private entities and vendors, other public officials and employees, and the general public in obtaining and/or furnishing information required to carry out work assignments.

VII. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Job location: Work is performed in a modern office environment where no unusual physical requirements occur. When completing assigned duties within the office environment, incumbent is required to have mobility of fingers to operate office equipment, the ability to read and work with printed data, and the ability to use telephone and/or interact with co-workers and the general public.

The specific statements shown in this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee: _____ Date: _____

(Print Name)

Supervisor: _____ Date: _____

(Print Name)