

**DISCLAIMER:** This document is an actual job description used in a county in Tennessee. It has not been reviewed by CTAS for accuracy or compliance with law. Users are urged to consult with their county attorney for legal advice and guidance in developing specific job descriptions for their particular county office.

## ACCOUNT CLERK FOR \_\_\_\_\_ COUNTY

### SUPERVISOR

- Working under the supervision of the Accounting Director, Solid Waste Director, and the County Executive.

### JOB DESCRIPTION

Duties include, but not limited to:

Payroll, accounts payable, solid waste billing and accounts receivable, and general clerical duties.

### WORKING RELATIONSHIP

Exercises a degree of skill in meeting and dealing with all levels of county personnel, as well as vendors and the general public.

Must represent the County in a professional manner in all matters.

### SKILLS

Knowledge of modern office practices, procedures, and equipment

Knowledge of computer concepts

Knowledge of telephoning and communication skills

Knowledge of accounting, budgeting, and purchasing procedures

Knowledge of keyboarding, calculating, and typing