

## SIERRA COUNTY POSITION DESCRIPTION



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**JOB TITLE:** ACCOUNTING CLERK  
**DEPARTMENT:** ADMINISTRATION  
**SUPERVISOR:** FINANCE DIRECTOR  
**GRADE:** 4  
**FLSA STATUS:** NON-EXEMPT

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### JOB SUMMARY

Under the direct supervision of the Finance Director, contributes to the efficient daily operation of the County Administration office by calculating, compiling, and entering financial and payroll data. Maintains strict confidentiality of all sensitive and privileged information.

### ESSENTIAL FUNCTIONS

- Process regular, special, and final payrolls for the County to include bi-weekly payroll, clothing allowances, and termination paychecks.
- Reconcile multiple state and federal reports such as 941 and quarterly returns, W-2/W-3 production and filing annually. Processes and submits month-end, quarterly, and/or annual reports and documents, accurately and in a timely manner.
- Processes and reconcile payroll-related payables, including payroll taxes, PERA contributions, and benefit payments.
- Reviews tax and benefit deductions to ensure accurate payroll records, and balancing payroll-related accounts.
- Ensures accuracy of payroll by reviewing data, correcting errors, filing backup documentation and maintaining confidentiality.
- Coordinates PERA uploads, ensuring accuracy and making corrections as needed.
- Process payments to fringe benefit vendors in a timely manner.
- Assists staff with timekeeping entries and corrections, ensuring compliance with payroll policies.
- Reviews employee timesheets for accuracy and proper approvals, verify time-off requests, and track accrued personal holiday leave, notifying employees of any use-or-lose leave balances.
- Assists and collaborates with all County departments, including the Treasurer's Office, on financial matters and reports. Provide payroll-related reports and data to staff and management as requested.
- Prepares payroll-related audits, summaries, and reports as needed.
- Manage tasks related to the Indigent Healthcare program (IHCP), including verifying claims from medical facilities, coordinating payments for inmate medical expenses, and indigent burials.
- Compile and submit IHCP reports for County Commission Meetings as required.
- Respond to all IHCP audit requests in accordance with state and local requirements. Maintains accurate and confidential IHCP records.
- Maintain accurate electronic records of County assets, including the depreciation schedule and annual inventory reconciliation for audit purposes.
- Ensure asset documentation compliance, including licensing, registration, and insurance for County vehicles, and process insurance claims as required and in compliance with applicable regulations and standards.
- Review purchases to determine asset classification, maintain documentation, and create individual asset files.

- Follow State of New Mexico Purchasing and Procurement Laws, County Purchasing Policy, and grant agreements when purchasing, transferring, and disposing of assets.
- Establish and maintain effective communication within the department and build strong working relationships with other County employees and departments.
- Enhance professional growth and development by participating in seminars, educational workshops, and conferences.
- Answers incoming phone calls, responds appropriately, and directs inquiries to the appropriate person or department.
- Execute other tasks and responsibilities as assigned.

***\*APPLICANT MUST DISCLOSE REAL OR PERCEIVED CONFLICTS OF INTEREST AND MUST ABIDE BY THE GOVERNMENTAL CONDUCT ACT (NMSA 10-16-1 (ET. SEQ.)).***

### **MINIMUM QUALIFICATIONS**

- High School Diploma or equivalent
- Four (4) years' experience in accounting, payroll, confidential office or medical administrative work, or related area.
- A combination of relevant education and related work experience may be considered.
- Valid driver's license is required.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Policies, functions, and responsibilities of Sierra County.
- Department organization, functions, objectives, policies, and procedures.
- Basic payroll, bookkeeping, financial reporting, and record keeping practices and procedures.
- Knowledge of laws, rules, and regulations that apply to payroll and timekeeping operations.
- File and records management.
- Correct English usage, grammar, spelling, and punctuation.

#### **SKILL IN:**

- Operating various word-processing, spreadsheets, accounting and database software programs in a Windows environment.
- Preparing, reviewing, and submitting financial reports.
- Analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Providing clear instructions.
- Customer service.

#### **ABILITY TO:**

- Work independently and meet strict timelines.
- Learn new laws and regulations and learn and understand accounting, tax, and benefit programs and practices.
- Interacts respectfully and effectively with individuals from diverse social, cultural, and economic backgrounds.
- Communicate efficiently and effectively both verbally and in writing.
- Conducts work efficiently, with a strong focus on detail, accuracy, and quality.
- Maintain confidentiality.

- Interpret applicable federal, state, county and local laws, regulations, and requirements.

**PHYSICAL/MENTAL DEMANDS, WORK ENVIRONMENT, EQUIPMENT USAGE**

**WORK ENVIRONMENT:**

Work is generally performed in an office setting with a moderate noise level. Evening and/or weekend work may be required on occasion. Tight time constraints and multiple demands are common. Travel may be required for training, meetings, conferences, presentations, and other events.

**PHYSICAL/MENTAL REQUIREMENTS:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and communicate effectively. The employee occasionally is required to move throughout the office/complex/site; climb of balance; and lift up to 25 pounds. Close vision ability is required. Incumbent may sit for extended periods of time. Occasional exposure to dust, fumes, airborne particles and/or allergens; excessive noise; and working with hostile, violent, and/or offensive individuals. Position may cause stress and tension; and require incumbents to quickly change position on issues when presented with better alternatives.

**EQUIPMENT, TOOLS, AND MATERIALS:**

Tools used in performing the essential functions of the job: copier, vehicle, fax machine, telephone, computer, general office supplies and equipment, overhead projectors, word processing software, accounting software, and adding machine.

***\*SIERRA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND WELCOMES APPLICATIONS FROM ALL SUITABLY QUALIFIED PERSONS REGARDLESS OF THEIR RACE, SEX, DISABILITY, RELIGION/BELIEF, SEXUAL ORIENTATION, OR AGE.***

I, \_\_\_\_\_ (Employee Name), hereby acknowledge that I have received, read, and understand the job description and the associated expectations for my role as \_\_\_\_\_ (Job Title) at \_\_\_\_\_ (Company Name).

I understand that my responsibilities include, but are not limited to, the following:

- Performing the duties as outlined in my official job description.
- Adhering to all company policies and procedures.
- Meeting established performance standards and contributing to team goals.
- Maintaining professionalism and upholding the values of the organization in all interactions.

I recognize that this attestation serves as a confirmation of my commitment to perform my duties to the best of my abilities and to comply with the expectations set forth by the company. I further

acknowledge that my performance will be evaluated based on these standards, and that any updates or revisions to my job description will be communicated to me in a timely manner.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A copy of this attestation will be provided to me, and another copy will be placed in my personnel file.