



# **BINGHAM COUNTY**

## **Is Recruiting for the Position of DEPUTY CLERK/FINANCIAL**

### **November 1<sup>st</sup> 2024**

**Salary: \$16.83-\$18.37/hour Hiring Step DOQ/DOE**

**Fulltime: County Benefits Included**

**Including 13 Paid Holidays, 6 Weeks Paid Parental Leave, Health Insurance, Public Employee Retirement System of Idaho (PERSI)**

**Closing date: Open Until Filled**

Pay Grade: N12

FLSA Designation: Non-Exempt

#### **Purpose of Class/Primary Function**

The principal function of an employee in this class is to perform technical and accounting duties involved in the processing of daily deposits from County departments, process department invoices and bills in preparation for weekly payments, provide assistance in the preparation of the County's payroll and assist with other financial duties as assigned. A Deputy Clerk/Financial must possess strong financial knowledge and customer service skills; he/she has acquired knowledge of department functions through on-the-job experience and has become a department-related specialist with a good working knowledge of department policies and procedures. This position performs a variety of additional administrative, legal, and clerical duties. The work is performed under supervision of the County Clerk/Auditor but some latitude is granted for the exercise of independent judgment using standard practices to resolve customer issues or correct procedures. The principal duties of this class are performed in a general office environment.

#### **Essential Duties and Responsibilities (will vary by assignment)**

- Provides general assistance to the County Clerk in performing administrative duties as defined in state and County statutes, ordinances, and codes;
- Receives and processes payments, receipts, and funds from all county departments.
- Credits receipts and payments to the correct fund and enters data into the county financial system. Forwards funds to the County Treasurer with an auditor's certificate.
- Prepares and processes claims generated by County departments and prepares payments;
- Reviews claims for accuracy of coding, compliance to County policy and regulations; verifies billing information with vendors as needed;

- Processes, reconciles, and maintains computerized account balances and related information;
- Prepares claims for approval by Commissioners;
- Researches and responds to problems and discrepancies from internal and external customers; explains department procedures/policies/programs to customers and resolves customer concerns;
- Develops, prepares, distributes, and maintains a variety of documents, budget updates, files, correspondence, spreadsheets, applications, and related records;
- Maintains list of current County vendors and related information;
- Assists with preparing and processing of county payroll;
- Assists Senior Auditor in unclaimed property process;
- Assists Senior Auditor in maintaining and reconciling of fixed asset schedule;
- Maintains files, logs and other records utilizing the computer;
- Performs general office support duties including, but not limited to, data entry, customer service, preparing and maintaining reports, records, and logs, and routine office equipment maintenance;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

### **Other Duties and Responsibilities**

- Performs other related duties as required.

### **Competency Requirements**

Knowledge of:

- Accounting, budgeting, bookkeeping, and cash handling record keeping practices and procedures;
- Advanced mathematical computation, problem solving, and research methods and techniques.
- Operation of standard office equipment, including a personal computer and job-related software applications;
- Operation of standard and specialized record and document scanning, copying, retrieval, and maintenance equipment;
- Applicable federal, state and County statutes, laws, codes, and regulations;
- County codes and ordinances, administrative regulations, personnel rules, and departmental policies;
- Customer service procedures, techniques, and objectives;
- Current office practices and procedures;
- English grammar, spelling, punctuation, and composition.

Ability to:

- Perform accounting, bookkeeping, financial record and documentation, and data entry duties;
- Interpret applicable federal, state, and County ordinances, codes, statutes, and regulations;
- Interpret and explain County department functions, policies, and procedures;

- Maintain records efficiently and accurately;
- Understand and follow oral and/or written policies, procedures and instructions;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Operate standard and specialized document preparation, copying, archiving, and retrieval equipment;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with other County employees, supervisory personnel, state and local elected and appointed officials, and the public;
- Deal tactfully and diplomatically with government officials, elected and appointed officials, and the general public;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
- Maintain a professional demeanor during stressful situations; respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

- High school diploma or GED equivalency is required and business office training is preferred; and
- Two (2) years office experience is required and municipal accounting experience is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively with the public and other employees on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written instructions and review, evaluate, and prepare a variety of written/typed documents and materials;

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard office equipment;
- Sufficient personal mobility, flexibility, strength, and agility, with or without reasonable accommodation, which permits the employee to lift up to 25 pounds, to sit and work at a keyboard for an extended period of time, and work in an office environment.
- Jobs in this class require, with or without reasonable accommodation, lifting or moving up to 25 pounds occasionally. The employee is regularly required to stand; walk; sit; bend; stoop, crouch, and stretch. The employee is frequently required to use hands to operate a computer keyboard and standard office equipment; to handle or feel; and to reach with hands and arms.

### **Benefits**

Bingham County offers a highly competitive benefits package including membership in the Public Employee Retirement System of Idaho (PERSI), paid time off, holiday pay, paid parental leave, as well as medical, dental, vision and life insurance. If you would like to view all of the benefits Bingham County offers our full-time employees, please visit our website: [www.binghamid.gov](http://www.binghamid.gov) , then click on Human Resources and that will take you to our web page and on the left side you will see "Employee Benefits", if you click on this you will see our Benefits page.

### **How to Apply**

A job description and the **Application** may be picked up at the Bingham County Courthouse, Department of Human Resources, Room 223 or you may find the application on our website: [www.binghamid.gov](http://www.binghamid.gov). When you have completed the **Application** and have attached all of the required documentation, you may submit it by bringing it to the address listed above, or you may mail it to this address: 501 N Maple #202, Blackfoot, Idaho 83221. If you choose to mail it, it must be received in the office by 4.00pm on closing day, if there is one. You may also fax the paperwork to (208) 782-2681 or email it to L.Pope: [lpope@binghamid.gov](mailto:lpope@binghamid.gov) by the closing date and time.

The back page of the **Application** is an Authorization for Release of Records and Personal Information. You will need to sign this document in front of a Notary Public. You may bring a picture ID with you to the Courthouse and Laraine Pope in HR will notarize this page for you.