



**MARION COUNTY**  
invites applications for the position of:

# **Accounting Clerk - Mid-Valley Behavioral Care Network**

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**SALARY:** \$14.84 - \$19.84 Hourly

**OPENING DATE:** 08/09/17

**CLOSING DATE:** 08/23/17 11:59 PM

**THE POSITION:**

**GENERAL STATEMENT OF DUTIES**

Performs routine accounting work for a department, which may include cashiering, processing cash receipts, preparing bank deposits, keeping cost records, processing refund checks, keeping fiscal records, and performing accounts payable. Performs other related duties as required.

**SUPERVISION RECEIVED**

Works under the supervision of an administrative or accounting supervisor who assigns work and reviews results for conformance to department standards.

**SUPERVISION EXERCISED**

Supervision of other employees is not a responsibility of this classification.

**TYPICAL DUTIES - DUTIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:**

**Accounts Payable & Accounts Receivable & General Office Support**

- Prepares, records and submits check requests, wire transfers and journal entries for processing by Marion County Finance
- Picks up weekly AP checks & bi-weekly payroll from Marion County Treasury; mails AP checks and/or notifies appropriate parties of wire transfers; delivers payroll to MVBCN department representative
- Records payments (checks, wire transfers, cash) and prepares bank deposits to Treasury and Wells Fargo bank; arranges for armored car pick-up
- Prepares, records and submits weekly inpatient claims wire transfer to Wells Fargo bank; verifies wire transfer and account balance, and confirms with third party administrator
- Initiates, amends and tracks purchase orders; monitors POs for over-expenditure and provides timely alert to MVBCN managers
- Requests new vendor accounts from Finance and submits updates to existing accounts; obtains and submits necessary documentation for vendor accounts
- Prepares and distributes MVBCN invoices; tracks and reports receipts to MVBCN managers
- Maintains working knowledge of MVBCN and Finance rules and requirements; advises staff on appropriate AR/AR procedures and facilitates staff adherence to procedures
- Maintains AP/AR forms and documents; distributes and/or makes available to staff
- Maintains AP/AR records in accordance with MVBCN, Finance and public agency

requirements

- Serves as MVBCN liaison to Finance and Treasury
- Carries out financial duties consistent with MVBCN internal controls
- Orders office supplies
- Provides primary back up to DS 2
- Assists with answering reception phone
- Checks and distributes daily mail
- Assists with meeting and training support (reserving conference room, set up and clean up)
- Assists with receiving and directing visitors

### **Review & Monitoring**

- Prepares monthly financial report for review and approval for Finance and Operations Manager
- Reviews reports of financial transactions for accuracy (account coding, PO lines, description, grant reporting, etc.)
- Submits corrections to financial transactions to Finance and/or Treasury; verifies completion; updates MVBCN records
- Maintains working knowledge of accounting principles, rules and laws applicable to government organizations
- Identifies, recommends and implements changes to MVBCN finance-related procedures and internal controls
- Develops and maintains procedures and desk manual for MVBCN financial management
- Ad hoc reports and projects as requested by supervisor
- Assists with annual financial audit

### **General Responsibilities**

- Establishes and maintains positive, professional working relationships with co-workers, customers, and other agencies
- Complies with MVBCN and Marion County policies, procedures, and regulations
- Complies with MVBCN, state, and federal policies, procedures, and regulations on patient and employee confidentiality
- Uses Windows-based desktop and portable computers with Microsoft Office programs (Access, Excel, Internet Explorer, Outlook, PowerPoint, and Word) and other computer programs to carry out job responsibilities
- Participates in new employee training and orientation
- Provides back up and support to co-workers
- Maintains punctual and regular work attendance
- Possesses and maintains a current Oregon driver's license and an acceptable driving record, and is able and willing to drive for MVBCN business

### **REQUIREMENTS FOR THE POSITION: EXPERIENCE AND TRAINING**

1. Graduation from a high school, preferably supplemented by college or business school training; AND
2. One (1) year of experience in responsible bookkeeping or accounting work; OR
3. Any satisfactory equivalent combination of education, training and/or experience

relevant to the position.

## **NECESSARY SPECIAL REQUIREMENTS**

- Must possess a current driver's license in the applicant's state of residence and an acceptable driving history. Marion County will obtain a copy of the driving record for all qualified applicants from Driver and Motor Vehicle Services and review the driving record according to the Marion County policy and procedure for Driving on County Business. The policy can be found at: <http://apps.co.marion.or.us/APAP/>.
- This assignment is represented by a union.
- This is a full-time position, which is eligible for overtime.
- Typical Work Schedule: Monday through Friday, 8:00 AM - 5:00 PM, with flexibility depending upon the needs of the department and program.

## **DISTINGUISHING CHARACTERISTICS**

This is an entry level classification within accounting classifications. Incumbents perform accounting duties of a general, routine nature. Employees at this level are not expected to perform with the same independence of direction and judgment, as are higher level accounting positions. Directions, rules, and procedures are provided in written or oral form, and work assignments are periodically checked for compliance with guidelines and instructions. As the employee's skill level and knowledge of accounting processes and procedures increase, the employee may receive further training to do more difficult work assignments in a more independent fashion.

The Accounting Clerk is distinguished from Accounting Specialist by the absence of responsibility to independently perform a broad range of difficult to complex accounting assignments that require prior training and experience.

## **KNOWLEDGE, SKILLS AND ABILITY**

Knowledge of: methods and practices of financial record keeping; working knowledge of office methods and procedures; basic accounting and bookkeeping systems; procedures and techniques; financial terminology; basic financial information systems and spreadsheet software.

Skill and ability to: process financial documents according to appropriate procedures; accurately count, record and balance transactions; perform arithmetic calculations and enter data with speed and accuracy; operate a calculator, computer terminal, and other office equipment; establish and maintain cooperative working relationships with others.

## **BEHAVIORAL EXPECTATIONS**

Provides backup and support to co-workers; establishes and maintains professional and effective working relationships with customers, co-workers and other agencies; maintains punctual and regular attendance; complies with MVBCN and county policies, procedures and regulations; participates in employee training and orientation; provides training to co-workers as requested; maintains required licenses, certifications and credentials as required by the position; performs duties outlined in the Essential Job Functions.

## **PHYSICAL REQUIREMENTS**

Drives a motor vehicle in the performance of duties; uses depth perception; reads a 12 pt. font; distinguishes colors and shades; speaks with a clear and audible voice; hears a normal speech

level; sits; stands; moves about the work area; uses hands and fingers to grasp and manipulate objects; operates a computer; lifts and carries items up to 5 lbs.; pushes/pulls and moves carts up to 10 lbs.; uses office chemicals such as toner.

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EQUAL EMPLOYMENT OPPORTUNITY: All qualified applicants will be considered without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, or sexual orientation. To ensure the broadest range of services to individuals with disabilities, Marion County is prepared to make necessary arrangements. Please call at least two (2) working days in advance for services.

This announcement is meant only as a descriptive recruitment guide and is subject to change. Further, it does not constitute either an expressed or implied contract.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.co.marion.or.us/BS/HR/Pages/jobs.aspx>

Position #031-2017-1  
ACCOUNTING CLERK - MID-VALLEY BEHAVIORAL CARE  
NETWORK  
JL

PO BOX 14500  
Salem, OR 97309  
(503) 566-3949

[humanresources@co.marion.or.us](mailto:humanresources@co.marion.or.us)

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## Accounting Clerk - Mid-Valley Behavioral Care Network Supplemental Questionnaire

- \* 1. In order to receive credit for your supplemental questions, your answers must be supported by details in the education and/or work experience section of your application form. Do you understand this statement?
- Yes  
 No
- \* 2. What is the highest level of education you have successfully completed?
- GED  
 High school  
 At least 1 year of college (31 semester or 45 quarter credits)  
 Associate degree (62 semester or 90 quarter credits)  
 At least 3 years of college (93 semester or 135 quarter credits)  
 Bachelor's degree (124 semester or 180 quarter credits)  
 Master's degree (155 semester or 225 quarter credits)  
 Doctorate degree (186 semester or 270 quarter credits)  
 None of the above
- \* 3. Indicate area of study for college education.
- Accounting  
 Financial Management  
 Areas of study related to Accounting or Financial Management (please specify)  
 None of the above
- \* 4. Please specify where you gained the education level listed above. Include school name, area of study, number of credits earned, and whether they were semester or quarter credits. Write NA in the box if this question does not apply to you. Experience listed in this answer must be supported by the education and/or work experience in your application. "See resume" is not an acceptable answer.
- \* 5. Indicate how many years of full-time bookkeeping or accounting work experience you have. (One year of work experience is equal to 2080 hours.)
- Less than 1 year  
 1 year to less than 2 years  
 2 years to less than 3 years  
 3 years to less than 4 years  
 4 years to less than 5 years  
 5 years to less than 6 years  
 6 years to less than 7 years  
 7 years to less than 8 years  
 8 years to less than 9 years  
 9 years to less than 10 years  
 10 years or more  
 None of the above
- \* 6. Please specify where you gained the work experience listed above. Include place of employment, the number of hours worked per week, and length of employment. Write NA in the box if this question does not apply to you. Experience listed in this answer must be supported by the education and/or work experience in your application. "See resume" is not an acceptable answer.

\* Required Question