



HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Account Clerk (CD)
(16000)

Department of Human Resources
PO Box 470
Hanover, VA 23069
Telephone (804) 365-6075
Facsimile (804) 365-6334

Multiple Departments

Revision Date: August 2009

General Description: This is an entry level, clerical position. The incumbent provides semi-skilled support services for a county department in such areas as billing, expenditure and budget tracking, data entry, filing and other general office functions.

Organization: The Account Clerk position is part of Hanover County's Career Development Program (CD). The Account Clerk Ladder has four (4) levels ranging from Account Clerk I to Account Clerk Senior. Incumbents may report to an Office Manager and supervise no staff.

Essential Functions:

- Assists with the preparation of checks and other financial documents.
- Assists in performing daily financial activities such as AR/AP.
- Assists with the preparation of the Department's budget.
- Prepares financial and statistical reports as needed.
- Maintains financial records.
- Provides general office support and customer service.
- Checks figures to verify accuracy of financial documents.
- Files documents into records.
- Sorts mail and other documents, as needed.
- Performs related work as assigned.

Working Conditions:

- A. Hazards
 - None known.
- B. Environment
 - Office
- C. Physical Effort
 - Occasional lifting of computer binders and other office supplies in excess of fifteen pounds.
- D. Non-exempt

Knowledge, Skills and Abilities: Requires a general level of clerical skills, a basic knowledge of accounting/billing, basic computer literacy and good customer service abilities. Must know how to organize and prioritize work and meet deadlines with minimal supervision. Proficiency in Microsoft Office computer programs, preferred.

Education, Experience and Training: High school diploma or equivalent required with experience working with confidential files preferred – OR – Any equivalent combination of education, experience, and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Special Conditions:

- Criminal Records Check, including fingerprinting
- Twelve-month probationary period
- CPS (Child Protective Services) Check – DSS, CSB, Community Resources and Court Services only
- Mandatory Participant in the Citizen Emergency Response On-call Plan (DSS ONLY)



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