



Old Lee County Courthouse
112 East Second Street
Dixon, IL 61021

www.leecountyil.com

Position:

Deputy Clerk

Department:

Lee County Treasurer's Office

Reports to:

Lee County Treasurer

Classification:

Nonexempt

Salary Level:

Determined by Labor Contract with Teamsters Local Union Number 722

Date:

1/1/19

JOB DESCRIPTION

Summary/Objective:

The Deputy Clerk is responsible for:

- Assist with the collection of property taxes and Mobile Home Taxes; booking, balancing and depositing all tax revenue collected annually and distribution of taxes to 93 governing bodies.
- Assist with accounts receivable including receipting revenues from all County Departments and billing for state reimbursements.
- Assist with accounts payable.
- Assist with monthly inter-fund balancing and bank reconciliations.

Essential Functions:

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

- Operate computers programmed with accounting software to record, store and analyze information.
- Communicate and coordinate with the Lee County Clerk's Office for claims.
- Communicate and coordinate as necessary with Lee County external auditors.

- Check figures, postings and documents for correct entry, mathematical accuracy and proper codes.
- Classify, record and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.
- Debit, credit and total accounts in computer spreadsheets and databases, using specialized accounting software.
- Receive, record and bank cash, checks and vouchers.
- Comply with federal, state and county policies, procedures and regulations.
- Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.
- Code documents according to county procedures.
- Reconcile, or note and report, discrepancies found in records.
- Undertake other duties consistent with the purpose of the position.

Competencies:

- Financial Management
- Ethical Conduct
- Thoroughness
- Performance Management

Supervisory Responsibility:

This position has no supervisory responsibilities.

Work Environment:

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This is a largely sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

Position Type and Expected Hours of Work:

This is a full-time position. Typical days and hours of work are Monday through Friday, 8:00a.m. to 4:30p.m. Must work 37.5 hours each week to maintain full-time status.

Travel:

No travel is expected for this position on a regular occurrence. However, some travel may be necessary for specialized training, should it arise.

Required Education and Experience:

High school diploma, or equivalent, plus two to three years' previous accounting experience.

Preferred Education and Experience:

Associate degree in accounting or business management preferred.

Additional Eligibility Qualifications:

None.

Work Authorization/Security Clearance:

Background check is required for this position.

AAP/EEO Statement:

The County will comply fully with the nondiscrimination regulations set forth in relevant State and Federal laws and Executive Orders.

It is the intention of this County to provide equality and respect to all individuals in matters of service and employment. The County will also extend this policy to other agencies, institutions, and organizations that contract with the County.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Date: _____

Department Head _____

County Administrator _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____