



**PARISH OF CADDO**  
**Department of Human Resources**  
**505 Travis Street, Suite 840**  
**Shreveport, LA 71101**  
 (318) 226-6906  
 (318) 429-7627 job line  
[www.caddo.org](http://www.caddo.org)

Date Posted:8/24/07  
 Starting Rate: 12.22  
 Closing Date: 8/31/07

*Equal Opportunity Employer*

**PERSONNEL CLASS SPECIFICATION**

*REVISED: 8/21/07*

JOB TITLE: Accounting Clerk

DEPARTMENT: Finance/HR

FLSA Status: Non-Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE: \$12.22 - \$18.39 / hour

LEVEL: 14

Clerical position providing support in the areas of maintenance and processing of financial, timekeeping and personnel records that are part of an integrated financial management system.

**DUTIES AND RESPONSIBILITIES**

Main duties and responsibilities include the following:

- Performs various accounting or bookkeeping activities which can include processing payments for Parish bills and obligations; preparing department billings; updating fixed asset records; processing procurement card transactions; and issuing occupational licenses.
- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder, and labeling system.
- Provides clerical support to Finance staff and assists with special projects and routine functions.
- Professionally manage multiple incoming telephone lines; expertly deals with citizens and employees.
- Preserves the confidentiality of sensitive issues and situations involving Parish of Caddo personnel and operations.
- Performs other duties as assigned.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- High School Diploma or GED equivalent is required. An Associate Degree is preferred.
- Four (4) years experience in accounting, bookkeeping, cash handling or other related fiscal duties is preferred.
- Ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheets, presentation, and database applications) (Microsoft Skills test will be administered to all qualified applicants.)
- Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.