



Victoria County, TX

Tax Assessor-Collector's Office – 205 N Bridge, Victoria TX 77901

Position Title:	Accounting Clerk	Effective Date:	Open until filled
Department:	Tax Assessor-Collector	Salary:	\$15.63- \$18.37 w/benefits
Accountable to:	Asst. Chief Deputy	Status:	Non-Exempt / Full-time

Primary Objectives

Maintain accurate books on accounts payable, receivable, daily financial entries and reconciliations. Perform daily accounting tasks such as monthly financial reporting, general spreadsheet entries, and record payments and adjustments under direction of the assigned supervisor's instructions.

Supervision Received

Work is performed under the supervision of Asst. Chief Deputy.

Supervision Exercised

None.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Maintains records of financial transactions by establishing accounts and posts transactions.
2. Develops system to account for financial transactions by establishing a chart of accounts; defines bookkeeping policies and procedures.
3. Maintains subsidiary accounts daily by verifying, allocating, and posting transactions.
4. Maintains and balances Ad Valorem and other accounts pertaining to Property Tax department by reconciling entries.
5. Maintains and balances Motor Vehicle accounts daily by reconciling entries.
6. Balances general spreadsheets monthly with bank statements; reconciles entries; researches all inconsistencies and makes appropriate corrections.
7. Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
8. Disburses funds to tax entities.
9. Contributes to team effort by accomplishing related results as needed.

MINIMUM QUALIFICATIONS

- High School Diploma or GED and moderate (1-3 years) experience required.
- Bookkeeping experience
- Knowledge of QuickBooks
- Associates/Bachelor's degree in accounting, finance or related field a plus

SKILLS

- Developing Standards
- Analyzing Information
- Dealing with Complexity
- Reporting Research Results
- Data Entry Skills
- Accounting
- Attention to Detail
- Confidentiality
- Thoroughness
- Punctuality

WORKING CONDITIONS

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit most of the time but may walk or stand for some periods of time.
- This is light work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to express ideas, and standard hearing requirements - hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Occasionally
Up to 25	Seldom or never
Up to 50	Seldom or never
Up to 100	Seldom or never
100 or more	Seldom or never

Environmental Exposures	
Work near moving mechanical parts	Seldom or never
Work in high, precarious places	Seldom or never
Toxic or caustic chemicals	Seldom or never
Outdoor weather conditions	Seldom or never
Extreme Cold, non-weather	Seldom or never
Extreme Heat, non-weather	Seldom or never
Noise Level	Quiet

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work

WHERE TO APPLY

Apply to Human Resources, Victoria County Courthouse. EEOE. No phone calls please. Applications are required. Employment Applications can be found online under the employment jobs link or

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Please send application via email to humanresources@vctx.org or in person at:

**Victoria County Human Resources
115 N. Bridge St., Room 127
Victoria, TX 77901**