



## Brazos County Job Description

Last Updated: October 2022

Template Revision 1.2 08/15/2012

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| <b>Class Number:</b>  | B0848        | <b>Title:</b>         | Clerk III                                     |
| <b>Pay Group:</b>     | 15           | <b>Department:</b>    | Exposition Complex                            |
| <b>FLSA Status:</b>   | Non - Exempt | <b>Reports To:</b>    | Marketing & Sales Manager, Brazos County Expo |
| <b>Approved Date:</b> |              | <b>EEOC Category:</b> | Office and Clerical                           |

### General Summary:

Performs professional office administration duties and responsibilities for the Brazos County Expo. Specifically responsible for performing comprehensive bookkeeping duties and responsibilities including maintaining customer accounts, entering all required financial information into Quick Books, generating monthly reports, reconciling funds and making daily bank deposits. Responsible for accounts payable and receivables. Responsible for maintaining animal bedding products to be sold, using a cash register and occasionally selling specific animal bedding products at equine and livestock events.

### Essential Duties:

Performs all bookkeeping responsibilities including maintaining customer accounts, entering all required financial information into Quick Books, generating monthly reports, reconciling funds and making daily bank deposits;

Communicates effectively orally and in writing;

Works effectively in a team environment and maintains a positive attitude and working relationship with all staff;

Works an irregular schedule occasionally as needed;

Exercises discretion and independent judgment, with minimal supervision, as necessary in performing professional responsibilities;

Must be a "people" person with an excellent personality, have the ability to multi-task in a stressful environment, have a strong work ethic, have strong organizational skills and be able to focus attention on details;

Must be very experienced and proficient in Quick Books, Microsoft Word and Excel.

Other Duties as assigned.

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| <i>Supervision</i> |   |
| <b>Received:</b>   | Marketing & Sales Manager- Inside Sales, Brazos County Exposition Complex                                 |
| <b>Given:</b>      | This is a non-supervisory position. Occasionally may be "on-call" after hours for the Exposition Complex. |

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| <i>Education</i>  |   |
| <b>Required:</b>  | A bachelor's degree or equivalent in a business-related field is preferred. Must be a "people" person with an excellent personality, have the ability to multi-task in a stressful environment, have a strong work ethic, have strong organizational skills and be able to focus attention on details. Must be very experienced and proficient in Quick Books, Microsoft Word, and Excel. |
| <b>Preferred:</b> |   |

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| <i>Experience</i> |  |
| <b>Required:</b>  | A minimum of two years of meaningful and/or advanced clerical/bookkeeping experience is preferred. |
| <b>Preferred:</b> |  |

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| <i>Certificates, Licenses, Registrations</i> |       |
| <b>Required:</b>                             | None. |
| <b>Preferred:</b>                            |       |

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| <i>Physical Demands</i> |  |
| <b>Typical:</b>         | 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 is regularly required to sit; use hand to finger, handle, or to feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records. Specific vision abilities required for this job include close vision, distance vision, and the ability to adjust focus. |

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| <i>Knowledge, Skills, &amp; Abilities</i> |  |
| <b>Typical:</b>                           | Standard office management, practices/procedures, and bookkeeping procedures. Operate computers, including word processing and spreadsheet software; read and interpret manuals and memos; perform math to balance accounts; understand and follow instructions; operate standard office equipment, such as a copy machine and a facsimile machine; type 60 wpm; communicate effectively, both orally and in writing; work independently as necessary; set work priorities; maintain effective working relationship with co-workers; and provide exceptional customer service to the general public. |

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| <i>Work Environment</i> |   |
| <b>Typical:</b>         | The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team to perform multiple tasks simultaneously, and switch from one task to another. The employee is frequently required to work under time constraints and meet deadlines. |