

Position Description – EPS Administrative Account Clerk

Administrative Account Clerk responsibilities include running financial software programs (Eden & MaxxVault) to process business transactions like accounts payable and receivable, requisition and purchase order requests, disbursements, expense vouchers and receipts, as well as auditing/reconciling monthly lease payments received. The person in this position will be keeping financial records updated, preparing reports and reconciling department accounts. Other duties may include intaking and processing ship docking/berthing applications, filing official documents with the county clerk, preparing weekly payroll processes, as well as auditing and filing of reports, and other finance related procedures. Additional responsibilities involve placing and documenting publication of legal notices, typing agendas used for meetings, which they also have to attend so they can record and transcribe minutes of the proceedings. A successful account clerk should be familiar with some accounting procedures and have a flair for numbers.

The Administrative Account Clerk position is being added as a half-time position. The addition of this position will ensure that the department's daily accounting functions run accurately and effectively.