

**WEBB COUNTY  
JOB DESCRIPTION**

**TITLE: Accounting Clerk II**

**DEPARTMENT: Head Start**

**REVISION DATE: June 2, 2009**

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**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Employee is under the supervision of the Health & Safety Director. This position is responsible for ensuring that requisitions are appropriately processed related to maintenance repairs, renovations, inspections and the like.

**QUALIFICATION STANDARDS:**

- Must have a High School Diploma or verifiable GED.
- Must have a personality that is constructive to team work.
- Must be in good moral character, professional, self-confident, and able to multi-task.
- Must possess a valid driver's license and be insurable, a MVR is required.
- Must have a minimum of one year working in an office setting.
- Must have good basic accounting knowledge (ability to perform simple calculations)
- Must have good computer skills (oral & written).
- Must be bilingual (English and Spanish).
- Must maintain all local, state and federal qualifications for position on an annual basis.

**ESSENTIAL DUTIES:**

- Will prepare Requisitions and follow up on the status of such orders.
- Will communicate with vendors on request for that have been processed.
- Will communicate with Webb County Purchasing Department and vendors that have been awarded the bid or contracts.
- Will be responsible to make copies and answer telephone calls.
- Will be responsible for the annex and maintenance equipment inventory.

**PHYSICAL REQUIREMENTS:**

- Must be able to sit or stand for prolonged periods of time
- Must be able to lift 10-20 lbs ( files boxes).

**OTHER REQUIRMENTS/INFORMATION:**

- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing and criminal background checks are required.
- This position is not covered by Civil Service; however is subject to all other Webb County Policies.

**SUPERVISORY:**

NONE

**ACKNOWLEDGEMENT:**

**The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.**

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**EMPLOYEE SIGNATURE**

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**SUPERVISOR SIGNATURE**

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