



Employee Job Description

Department: Controller's Office

Position Title: Senior Accounting Clerk

Pay Classification: TCC 07 (Entry \$19.07/hr)

Reports To: County Controller

Date of Job Description Creation/Update: 8/7/2025

Overall Descriptions of the Position:

Handles technical administrative support activities and aids management by maintaining financial, auditing and clerical tasks in the Controller's office. This position will assist with payroll, perform accounts payable and tax reconciliation as well as perform other departmental accounting functions while keeping records of financial transactions for the County Controller's Office.

Position Requirements:

- ◆ High School Diploma or equivalent plus two years of related industry experience.
- ◆ Fluent in current Windows operating systems and current Windows Office Suite. Proficiency in Excel, Word and 10-key by touch are required.
- ◆ Experience with software used to process general ledgers, financial statements, accounts payable, or payroll a plus.
- ◆ General knowledge of County finance administration, governmental accounting and budgeting a plus.
- ◆ Must have the ability to perform general to mid-advanced mathematical computations (including percentages/fractions) quickly and accurately.
- ◆ Must be able to exhibit a high level of confidentiality at all times.
- ◆ Excellent organization and problem solving skills are required.
- ◆ Must have direct customer service experience and skills. The position requires direct contact on a regular basis with other County employees/departments and vendors to the County.
- ◆ Ability to work independently with emphasis on accuracy and timeliness required.
- ◆ Must be able to lift 10 lbs. frequently, up to 50 lbs. occasionally.
- ◆ Must be able to stand, sit, bend, walk, and twist at will.

Position Duties: (3 core areas)

Accounts Payable Duties:

- Verifies the accuracy of invoices
- Data entry
- Prints Vendor Checks
- Maintains Vendor files, 1099 tax information and vendor contracts
- Updates and maintains accounting journals, ledgers and other records.
- Reconciles records internally and with vendors and recommends action to resolve discrepancies.
- Investigates questionable data

Payroll Duties

- Enters Wage withholding orders and garnishments
- Review wages computed and corrects errors to ensure accuracy of payroll and registers.
- Records changes affecting net wages such as exemptions, taxes, pension and deductions for employees.
- Makes deposits of payroll withholdings in compliance with employer tax deposit requirements and laws.
- Makes deposits of wage garnishments to correct agency.
- Runs payroll, prints checks and maintains payroll journals.
- Prepares reports of earnings, taxes and deductions as required by Federal, State and Local agencies as well as other third party agencies.

Tax Reconciliation Duties:

- Computes amounts and checks totals on tax collection records, tax returns and office records for completeness and accuracy.
- Prepares computer input forms and enters tax and revenue data into computer files.
- Reviews tax additions and exonerations and corrects errors to ensure accuracy of tax registers.
- Posts and reconciles the receipt of tax payments and the tax collector and prepares yearly analysis of balances.
- Resolves errors with tax collectors.

General Duties:

- Assist the Deputy Controller(s) and the Controller with projects as needed.
- Assist the Controller on audit preparation, pension needs, and special projects as directed.
- Answers phones, types documents and files for the office as needed or required.

****This document in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employee will perform all other duties as assigned.****

To Apply:

Please complete the standard [County of Mercer Application](#) and send a letter of interest, salary history, and your resume to the following:

Mercer County
HR Department
125 S Diamond Street, Suite 17

Mercer, PA 16137

** County of Mercer Standard Applications can be printed from the above link or can be obtained by stopping in the Human Resource office located on the basement level of the Courthouse.

Deadline to Apply: Position posted until filled