

Rockingham County
Department of Human Resources

Career Opportunity



Position Title: Accounts Coordinator-Recording Clerk

Salary Range: **\$15.39 - \$21.72**
Dependent upon Experience

Department: Registry of Deeds

Posted: 03/19/2019
Closing: Until Filled

Status/Shift: Full Time, Non-exempt

Purpose/Scope:

Provides recording, bookkeeping and clerical service to the department by performing the following duties.

Essential Job Functions:

- Prepares and processes bills for payment by third parties such as state and federal government agencies and insurance companies.
- Prepares and processes purchase orders and vendor invoices.
- Prepares and types manifests and fiscal documents in final form.
- Assumes responsibility for monthly reports for the treasurer and the state tax stamp reports.
- Posts financial transactions to books, journals and records.
- Collaborates with auditors to review practices and procedures.
- Provides copies of recorded instruments to the public.
- Assists the public in locating recorded instruments.
- Documents and processes recording fees.
- Performs all daily banking functions - deposits, data entry internal accounting system, prepares daily warrant reports, balance cash drawers.
- Knowledge of bookkeeping functions.
- Reviews and records land documents in compliance with statutory requirements.
- Answers calls and provides information to callers or directs callers to appropriate personnel.
- Performs other clerical duties such as typing, filing, copying and faxing.
- Participates in cross-training of other departments.
- Assists and advises co-workers.

Knowledge, Skills, and Abilities Required:

Duties require knowledge of office and bookkeeping procedures equivalent to the completion of a one-year certificate from a college or technical school and three years of related experience and/or training or any equivalent combination of education and experience. Submission Requirements: Employment application required. Resume and cover letter optional.

Apply to: Human Resources Department

Email: careers@co.rockingham.nh.us

Mail or Drop off Applications to:

Rockingham County Human Resources Department, 111 North Road, Brentwood, NH 03833
Applications can be found online at: rockinghamcountynh.org/careers

EQUAL EMPLOYMENT OPPORTUNITY

Mandatory post offer physical, drug and alcohol testing for new hire. Criminal records check required.