

POSITION DESCRIPTION

Position Title: Bookkeeper/Accountant

Classification: Deputy Treasurer III

Department: Treasurer's Office

GENERAL PURPOSE

Performs a variety of routine and complex bookkeeping, accounting, and administrative work in maintaining accurate General Ledger balances. Performs clerical, secretarial and administrative work in answering phones, receiving the public and providing customer assistance in a tactful and courteous manner.

SUPERVISION RECEIVED

Works under the supervision of the Treasurer.

SUPERVISION EXERCISED

Supervises other office personnel, if needed, in absence of Treasurer or other key personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares and posts journal entries to the appropriate General Ledger accounts to record all activity including receipts, transfers of electronic funds and Treasurer's checks issued.

Prepares all year end reconciliation information for the Finance Department and local and state auditors.

Works closely with the Finance Department and auditors.

Monitors the bank account on a daily basis to verify deposit notifications received and records monies to the appropriate accounts. Notifies the Treasurer of discrepancies.

Contacts other departments to inquire about deposits posted to the bank account in which proper notification fails to agree with documentation submitted to the office or no documentation has been received.

Balances daily office collections and prepares bank deposit for all monies collected.

Completes the daily deposit certifications related to the collection of state and estimated income taxes and sheriff's fees for processing by other personnel.

Confirms monthly transactions and month end balances for specific accounts with other departments as needed and provides necessary documentation.

Prepares Sales Tax distributions and other payables to the towns on a monthly basis.

Oversees the online tax payments, entry of payments and reconciles reports with monies deposited into the bank account.

Reconciles the Building Department's Building Permit Surcharge report to General Ledger, completes state report and submits for payment on a quarterly basis.

Processes Circuit Court Juror lists to be submitted to the Accounts Payable Department for payment after review of list has been conducted by deputy treasurer and jurors have been deemed as not owing delinquent tax to be withheld from payout.

Prepares Department of Criminal Justice Services Asset Forfeiture disbursements submitted by the Sheriff's Office.

Serves as reserve cashier during busy periods and/or relieves for breaks and/or absences to include receipting of various local tax payments and fees and state tax payments, departmental and other payments, posting monies to appropriate accounts and selling animal licenses. Maintains and balances cash drawer when necessary.

Answers in-coming telephone calls and routes callers to other departments or provides information as required.

Receives the public and answers questions; responds to inquiries from citizens, employees and others and refers, when necessary, to appropriate person(s) and/or department(s).

Assists with processing payments from incoming mail as needed.

Operates listed office machines as required.

PERIPHERAL DUTIES

Provides backup to all other office positions.

Provides clerical support to the Treasurer and other Treasurer Office staff as required.

Composes, types, and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Other duties as may be assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school and an accredited college with an Associate's degree in Accounting.
- (B) Any equivalent combination of education and experience, with additional experience substituting for the required college level training on a year for year basis.

Necessary Knowledge, Skills and Abilities

- (A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; knowledge of accounting principles and practices; some knowledge of money handling practices.
- (B) Ability to perform: cashier duties accurately; effectively interact with the public; communicate effectively verbally and in writing; handle stressful situations; effectively multi-task and handle frequent interruptions; work with angry or difficult customers; establish successful working relationships.
- (C) Skill in operation of listed tools and equipment.

SPECIAL REQUIREMENTS

Must be bondable.

TOOLS AND EQUIPMENT USED

Personal computer and printer; phone; copy/fax machine; postage machine; scanner; 10-key calculator.

PHYSICAL DEMANDS

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 frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus while

WORK ENVIRONMENT

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 generally quiet. During seasonal deadlines, the noise level may become moderately noisy.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; criminal background investigations; driving records; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and related to functions of the office.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: October 10, 2017

Revised: July 1, 2023