

DAVIESS COUNTY FISCAL COURT
Job Description

Job Title: Staff Accountant
Department: Administration
Reports To: County Treasurer
FLSA Status: Exempt
Prepared Date: May 2013

Summary: Assists the County Treasurer in fulfilling the financial requirements of KRS Chapter 68 and the Uniform System of Accounts for Kentucky Counties; responsible for implementing all stages of the bid process and all stages of the Fiscal Court Purchase System.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Prepares specifications and advertisements; plans and performs bid openings; and acts as liaison to Fiscal Court for all Daviess County bids and request for proposals.

Maintains purchase order system.

Maintains risk management and property insurance records.

Processes all insurance claims, calculates departmental costs, maintains updated employee list, and maintains updated copies of insurance policies.

Performs title transfers and licensing for all county vehicles.

Prepares and maintains financial data to maintain accounting records

Assists with accounts receivable collection

Assists with financial reporting

Performs clerical/bookkeeping duties

Prepares bank statement reconciliations

Assists with payroll

Assists with data preparation for audit

Performs on-site inventory audits

Maintains inventory of assets and fixed asset records for all County departments.

Orders and accounts for departmental supplies.

Supervisory Responsibilities This job has no supervisory responsibilities.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience Bachelor's degree in accounting or equivalent

Language Skills Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations A certificate of training from the National Government of Purchasing, while not required, is beneficial.

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 regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision.

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 usually quiet.