

Scott County Government

Position Description Form

Position: Job Title: Bookkeeper
Department Name: Sheriff's Office
Supervisor Title: Chief Deputy/Office Manager

Position Summary

The Bookkeeper performs complex clerical, bookkeeping, and accounting assignments and prepares accounting statements and financial reports on behalf of the department. They are responsible for receiving and recording all monies collected by the office through fees and tax collection. They are also responsible for disbursing those monies back out to the appropriate state and local agencies.

Duties and Responsibilities

List the duties and responsibilities of the position, beginning each duty with an action verb.

Essential Duties:

- Completes daily checkout and balance of monies received into the office.
- Prepares daily deposits with designated banking institutions.
- Ensures accurate accounting of all bank transactions.
- Responsible for opening/closing bank accounts on an annual basis.
- Completes monthly disbursements of finances to appropriate state and local agencies.
- Maintains monthly, quarterly and annual ledgers for all monies collected and disbursed.
- Prepares accounting records for annual audits conducted by the Department of Revenue and the State Auditor's Office.
- Prepares the annual budget based upon projected revenue and disbursements.
- Produces annual financial settlements.
- Monitors daily in-office cash levels.
- Maintains a coherent system of accounts, with a supporting filing system.
- Calculates and records numerical data to produce financial records to be audited.
- Submits invoices to state for reimbursement.
- Responsible for billing, collecting and distributing all franchise taxes.

Secondary Duties:

- Performs other related duties that may be assigned or required of the position.
- Assists front staff with clerical duties, (vehicle inspections, CCDW, etc.), when not engaged in financial duties.

Position Dimensions

Education and Experience:

- High school diploma or GED is required.
- At least two years of bookkeeping experience is preferred.
- Strong background in customer service, preferably in the financial industry.

Supervisory Responsibility:

- Oversees the tax collection division within the Sheriff's Office.
- Supervises seasonal employees and staff directly involved in the tax collection process.
- Assists in training practices for seasonal hires.

Decision-Making Authority:

- Assures financial data is recorded correctly and accurately by clerks/deputies on daily fee receipts.
- Complies with KRS guidelines in relation to annual auditing procedures and recommendations.
- Reviews and approves tax bills for each district prior to being mailed to taxpayers.
- Produces calculations and ensures accuracy for monthly fee and tax disbursements.
- Compiles and oversees financial reports for department audits, as well as attends audit meetings.
- Prepares and signs monthly checks for disbursements, refunds, overpayments, etc.

Contacts:

- Interacts with the general public by providing effective communication methods and in-depth knowledge pertaining to the position.
- Communicates consistently with district personnel to maintain efficiency in monthly disbursements.
- Provides support to additional Sheriff's Offices when requested.
- Coordinates and schedules annual meetings with local government agencies to discuss projected efforts for upcoming tax seasons.

Technology:

- Accounting software is used to record, store, and analyze financial data.
- Microsoft Office Suite is used daily.

- Operation of a 10-key calculator or equivalent and other related office equipment.
- Online banking is used to track expenditures consistently and frequently, as well as balancing accounts daily.
- Operation of tax system including separate hardware (computer, document/receipt printers) and software.
- Credit card processing system.
- Operation of basic phone system and directing calls to the appropriate recipients/voicemails.

Working Conditions Component

Working conditions are the physical surroundings of a worker in a specific job.

Mark the work conditions that are present on the job.

- 75% or more of the work is performed indoors
- 75% or more of the work is performed outdoors
- Work is performed in equal amounts inside and outside
- Extremes of cold and temperature changes
- Extremes of hot and temperature changes
- Wet Surroundings: Contact with water or other liquids.
- Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
- Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.
- Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction.
- Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell.
- Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant.

List any other disagreeable elements present in the work environment.

Strength Rating

Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.

- S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.

- L-Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials event though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

- M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

- H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.

- V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.

Employee's Signature _____

Date _____

Supervisor's Signature _____

Date _____