

DAVIESS COUNTY FISCAL COURT
Job Description

Job Title: Staff Accountant
Department: Administration
Reports To: County Treasurer
FLSA Status: Exempt
Prepared Date: June 2024

Summary: Assists the County Treasurer in fulfilling the financial requirements of KRS Chapter 68 and the Uniform System of Accounts for Kentucky Counties. Maintains revenues, expenses and cash balances for the Daviess County Fiscal Court.

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

Performs daily maintenance of cash balances in all funds of Daviess County Fiscal Court.

Prepares and maintains financial data to maintain accounting records.

Monitors daily revenues and expenditures of all funds for proper reporting on a daily, monthly, quarterly and annual basis.

Enters finalized cash receipts and updates accounts receivable ledger by customer. Answers accounts receivable phone inquiries and follows up.

Performs all bank reconciliations to include research and process charge backs, returns and bad checks.

Calls and/or mails correspondence to customers as necessary in order to update accounts.

Prepares data responses for audits.

Assist with payroll processing.

Assists with related special projects as required.

Supervisory Responsibilities

This position 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 (B. A.) from four-year college or university; or two to four years related experience and/or training; or equivalent combination of education and experience.

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 calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Accounting software; Human Resource systems; Payroll systems and Word Processing software.

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 and talk or hear. The employee is frequently required to stand; walk and reach with hands and arms. The employee is occasionally required to climb or balance and 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 moderate.