

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Accountant II (Sheriff's Office)**

**POSITION NUMBER: SH1003A**

**FLSA STATUS: N**

**POSITION DESCRIPTION**

Under general supervision, this position performs professional accounting work in the review, maintenance and control of financial records and fiscal expenditures. May supervise and review work of a group of employees engaged in sub-professional accounting, bookkeeping and related activities. Performs other duties as required. This position is supervised by the Accounting Manager of the Sheriff's Accounting Unit.

**WORK PERFORMED**

- 40% Financial Reports.** Prepares and analyzes financial summaries, statements, and reports. Prepares miscellaneous grant and budget reports. Prepares miscellaneous monthly reports. Reconciles monthly vendor statements. Completes monthly ledger reconciliations and account analysis.
  
- 35% General Accounting.** Classifies and distributes income and expenses to proper accounts. Sets up and maintains general and subsidiary ledgers and related accounting records and controls. Verifies purchase authorizations and expense distributions. Prepares purchase requests, payment vouchers and purchase requisitions. Prepares invoices, vouchers and receipts for payment. Compiles payroll information and completes associated payroll forms. Prepares payroll data for payment.
  
- 20% Budget Support.** Assembles data for budgets and prepares or assists in the preparation of budgets. Assists departments with questions regarding the use of budgeted funds.
  
- 5% Supervision.** Supervises the Accounting/Inventory Clerk with respect to accountability for performance and behavior. Works directly with Accounting/Inventory clerk to oversee purchasing office supplies and equipment. Coordinates the distribution and allocation of equipment and supplies with the Inventory Clerk and Division Commanders.

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**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- Human resource management including hiring practices, disciplinary procedures, terminations, etc.
- Supervisory responsibilities and effective leadership skills.
- Generally accepted accounting principles.
- Modern principles, techniques, laws, regulations and ordinances relating to large scale governmental finance administration.
- The practices and procedures involved in budgeting, purchasing and financial record keeping.
- Current literature, trends and developments in the fields of governmental accounting and public finance administration.
- Modern accounting and office procedures and equipment, including the application of electronic data processing to the maintenance and analysis of fiscal data.
- The English language, spelling, grammar and arithmetic computations.
- State laws and regulations relating to fiscal affairs.
- The principles of office management and of financial administration.

**Ability to:**

- Assist in the development, installation, audit and maintenance of complex accounting systems.
- Analyze accounts, make adjusting entries and prepare complex accounting statements and reports.
- Establish and maintain effective working relationships with various agencies, employees and other County personnel.
- Apply and adapt standard methods to varied financial situations, procedures and problems.
- Analyze and evaluate accounting, budgeting, procedural issues, develop corrective systems and compile reports of measures taken.
- Interpret and apply Federal, State, and County laws, resolutions, rules and regulations.
- Communicate effectively, both orally and in writing, using the English language.
- Follow oral and written instruction.
- Plan and direct the work of others.
- Detect and reconcile discrepancies in financial records.
- Operate various office equipment.

**Skill in:**

- Providing leadership and direction to employees.
- The use of arithmetic including addition, subtraction, multiplication and division.
- The use of computer software and applications.

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**PHYSICAL REQUIREMENTS**

**N**-Never    **O**-Occasional (1%-33%)    **F**-Frequent (34%-66%)    **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching		X			Sitting				X	Driving			X	
Pushing/Pulling		X			Bending		X			High Elevation	X			
Climbing		X			Reaching		X			Unprotected Heights	X			
Throwing	X				Lifting		X			Around Moving Machinery	X			
<b>ARMS</b>					Carrying		X			Driving Automotive Equipment			X	
Reaching		X			Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting		X			Twisting		X			Cramped Body Position	X			
Pushing/Pulling		X			Squatting		X			Sustained Positions			X	
Carrying		X			Turning		X			Noise Levels (Excessive)	X			
Throwing	X				<b>LEGS/FEET</b>					Electrical Hazards	X			
<b>EYES</b>					Walking		X			Slippery Surfaces	X			
Near Vision				X	Standing		X			Work Above Ground				X
Far Vision			X		Sitting				X	Work Below Ground	X			
Color Vision		X			Carrying		X			Irregular Surfaces	X			
<b>VOICE</b>					Climbing		X			Moving Objects	X			
Talking				X	Jumping	X				In High Volume Traffic		X		
<b>EARS</b>					Turning		X			Exposure to Marked Changes in Temperature and Humidity				
Hearing				X	Lifting		X				X			

**EQUIPMENT USED**

Personal Computer	Laminator	Printer	Fax Machine
Date/Time Stamp	Calculator	Telephone	Shredder
Binding Machine	Typewriter	Photocopier	Office Furniture

**MINIMUM QUALIFICATIONS**

Degree from an accredited college or university with major course work in Accounting, Finance, Business Administration or related field. Experience may be substituted for the required education on a year-for-year basis.

Five (5) years' accounting, auditing or fiscal operations experience.

No felony convictions or diversions.

No misdemeanor convictions or diversions related to domestic violence.

Valid Driver's License and eligible to operate a County-owned vehicle (HR-2013-2).

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Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than (5) years old; No more than (2) at fault or chargeable on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

**SPECIAL REQUIREMENTS**

Required to pass a background investigation, pre-employment physical, and drug screen.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

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Employee's Signature / Printed Name

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Date

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Administering Supervisor's Signature / Printed Name

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Date

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Appointing Authority's Signature / Printed Name

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Date

Created: 08/04

Revision History: 12/25