

SHAWNEE COUNTY, KANSAS
Position Description
Accountant I

Position Control Numbers: AF1004

FLSA Status: N

POSITION DESCRIPTION

Under general supervision, this position performs review of all county revenue cash transactions, distributes taxes collected, performs some general ledger reconciliations, and other duties as required. This position is supervised by the Financial Administrator and/or Deputy Financial Administrator.

WORK PERFORMED

- 45% Cash Receipts.** Responsible for verification and approval of all county cash receipts for account coding accuracy and appropriate backup documentation. Posts cash receipts and refund checks to the general ledger on a daily basis. Verifies and approves bank account receipt transactions by daily cut-off time.

- 25% General Accounting.** Reconciles subsidiary bank accounts to the general ledger on a monthly basis. Reconciles revenue funds and pass thru object codes in the general ledger. Creates and enters journal entries in general ledger. Audits monthly bank reconciliation.

- 20% Tax Distribution.** Responsible for reconciling the tax system to the general ledger system and distributing taxes collected to taxing subdivisions in accordance with Kansas State Statutes. Responsible for providing annual tax estimates to the taxing subdivisions. Completes State Form 139 and 110 for school districts.

- 10% Support Duties.** Assists with special projects. Responsible for other miscellaneous office duties including providing support to department employees, other departments and external auditors.

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Generally accepted accounting principles.
- Modern principles, techniques, laws, regulations and ordinances relating to governmental accounting.
- The practices and procedures involved in budgeting, purchasing and financial record keeping.
- General office machines and modern office practices and procedures.
- The English language, spelling, grammar and arithmetic computations.
- The operation and minor maintenance of various office equipment.

Ability to:

- Assist in the development, installation, auditing 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 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.
- Detect and reconcile discrepancies in financial records.
- Operate various office equipment.

Skill in:

- The use of computer software and hardware, including Microsoft Office applications.
- High attention to detail and strong analytical and problem-solving skills.
- Ability to work independently and manage multiple projects.
- Ability to provide superior customer service and quick responses to inquiries.

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
HANDS					BODY/TRUNK					OTHER				
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			
ARMS					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				LEGS/FEET					Electrical Hazards		X		
EYES					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			
VOICE					Climbing	X				Moving Objects	X			
Talking			X		Jumping	X				In High Volume Traffic	X			
EARS					Turning		X			Exposure to Marked Changes in Temperature and Humidity				
Hearing			X		Lifting		X					X		

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EQUIPMENT USED

Personal Computer	Telephone	Calculator
Printer	Photocopier	Scanner

MINIMUM QUALIFICATIONS

- Degree from an accredited college or university with major course work in Accounting, Finance, Business Administration or related field.
- Four (4) years of experience in Accounts Receivable, Accounting, or Bookkeeping with a High School Diploma or GED Certificate may be substituted in place of a Degree.
- One (1) year accounting, auditing or fiscal operations experience preferred but not required.

SPECIAL REQUIREMENTS

- Required to pass a 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.

Employee's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 08/04
Revision History: 03/24