

SHAWNEE COUNTY, KANSAS
Position Description
Accountant I (Treasurer's Office)

**POSITION
NUMBER:**

TR1003B

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. This position balances daily with Audit Finance. May supervise and review work of a group of employees engaging in sub-professional accounting, bookkeeping and related activities. Performs other duties as required. This position is supervised by the Deputy Treasurer and/or Treasurer.

WORK PERFORMED

- 80% Accounting/Cash Receipts.** Verifies daily cash receipts for accuracy and balances monies to cash receipts. Reconciles bank statements daily and contacts other departments daily regarding deposits and debits on bank statements. Completes the process of refund checks approval and verifying checks to print daily. Distributes income and expenditures to proper accounts. Prepares and analyzes financial summaries, statements, and reports. Processes miscellaneous funds such as unclaimed tax, Heritage Trust, etc. Receives deposits and disbursements from County offices and verifies information on bank statements to disburse into correct accounts. Processes credit card payments for various offices. Retrieves various information from different sources to prepare reports to the State Treasurer's office and other County Treasurers' offices. Prepares reports to credit card companies concerning taxpayer disputes. Prepares, examines and analyzes accounting records, financial statements and other financial reports to assess accuracy, completeness and conformance to reporting and procedural standards. Completes daily Treasurer statements and balances with Audit Finance Department. Uses online banking to distribute money to entities and vendors by wire and ACH deposits. Processes tax adjustments related to overpayments reinstate taxes due to return checks, moving payments from incorrect parcels, non-distributable payments, and/or adjustments due to correction orders/AAEs.
- 10% Supervision of Staff.** Supervises staff with respect to accountability for performance and behavior including approval of absences to conform with personnel needs, discipline of employees, staff development and training, completion of performance evaluations and other personnel related functions. Participates in the hiring and promotional process. Instructs staff on proper completion of tasks. Inspects and reviews work of staff to ensure that projects are complete. Establishes work schedules and assigns work. Checks work procedures and products. Prepares forms and manuals for accounting personnel.
- 10% Support Duties/Customer Service.** Responsible for other miscellaneous office duties including support to other County departments accounting staff. Assists the Treasury Tax Administration Officer. Answers inquiries received from the public including those difficult problems referred by Treasury staff or other employees.

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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 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:

- Plan and direct the work of others.
- 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:

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

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
Printer
Telephone

Photocopier
Fax Machine
Ten Key Calculator

Check Scanner
Paper Shredder
SmartSafe

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 payable/receivable, accounting, bookkeeping or related experience with a High School Diploma or GED Certificate may be substituted in place of a Degree.
- One (1) year of supervisory experience.

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

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 10/24

Revision History: 10/24