

OPEN FOR KENT COUNTY EMPLOYEES AND THE PUBLIC!

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DATE POSTED:
POSTED BY:
CLOSING DATE/TIME:

OCTOBER 13, 2025
DANIELLE FIELDS
OCTOBER 27, 2025

All applicants must submit an online application to be considered for the position. To apply, please visit <https://www.kentcountyde.gov/My-Government/Employment-Human-Resources/Employment-Opportunities> if you have any questions, please feel free to contact the Human Resources department at (302) 744-1918 or by email at hr.recruitment@kentcountyde.gov.

Department of Finance
Accounting Division
Classified, GRADE 2114
\$22.32/hour

ACCOUNT SPECIALIST I

General Description

The purpose of this position is to perform entry level bookkeeping/clerical tasks, account keeping, auditing and related tasks. This career ladder series position works under close supervision according to set procedures.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Verifies the accuracy of invoices, reviews invoices for required supporting documentation, approvals, funding and general ledger coding, enters invoices into financial software.
- Processes accounts payable in the financial software
- Deposits monies into appropriate accounts.
- Collects and reconciles tax and sewer payments, program fees, and other fee collections
- Posts and balances daily receipts. Collects and post payments, balances daily receipts and deposits monies into appropriate accounts
- Assists with general, tax, and utility billing customer calls and inquiries
- Serves as clerical support staff and a back-up to the tax and utility billing divisions
- Works with Excel spreadsheets and word processing software
- Performs related work as required.

Minimum Education and Experience Requirements:

High school graduate or GED equivalent supplemented with clerical, accounts payables, receivables, bookkeeping, finance or closely related experience.

Additional Requirements:

Some knowledge of professional accounting practices; ability to multi-task; ability to follow oral and written instructions; willingness and ability to adapt to new office procedures as required; working knowledge of computers and office applications, including word processing and excel spreadsheets; ability to establish and maintain working relationships with coworkers, supervisors and the public; regular and timely attendance; performance of duties in a safe manner.

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers and supervisors. Direct deposit of pay required.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

- This is primarily a sedentary office classification although standing in and walking between work areas may be required.
- Occasionally lifting of objects up to 25 pounds.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person, before groups, and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator.
- Ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Essential Functions are regularly performed without exposure to adverse environmental conditions.

Notices:

Kent County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), Kent County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. This is an employment at-will position.