

Title: Accountant II
Department: Finance
Division/Office: Accounting section



Grade 2119; Hourly position; Category: Classified; Job Code: ACT2; Rev.:07/01/2021

General Description

The purpose of this position is to maintain and reconcile general ledger and subsidiary records for Governmental and Enterprise operations, in accordance to generally accepted accounting principles and pertinent Federal, State and local legislation.

This career ladder series position works under general supervision, independently developing work methods and sequences.

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.

- Participates in the processing and recording of various revenue, encumbrance, expenditure, expense, asset, liability and equity transactions, in accordance with GAAP and County policy.
- Reconciles grants, invoices, and governmental transactions to the general ledger and program administration reports.
- Ensures proper reconciliation and substantiation of general ledger and bank account balances.
- Prepares deposits.
- Reconciles control accounts to subsidiary records.
- Oversees Sewer Fund billing process, including entering sewer billing adjustments and customer service.
- Maintains County capital projects and contracts.
- Reviews and approves general requisitions, travel, and uniform requests
- Reviews and verifies Sheriff Sale activity
- Tracks and bills special invoices
- Approves School Surcharge fee calculations for building permit applications
- Works in Excel spreadsheet and word processing software.
- Provides accounting expertise to the various departments on matters of financial reporting, cost analysis and procedural matters, as required.
- Assist with Special Projects
- Performs related work as required.

Minimum Education and Experience Requirements:

Associate degree in Accounting, Finance or related field; and two (2) years of experience in accounting and financial reporting, with preference given to knowledge of and experience in government financial operations; or a combination of educations, training and experience.

Additional Requirements:

Good knowledge of generally accepted accounting principles with emphasis on governmental accounting; ability to comprehend complex oral and written instructions; strong ability to

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comprehend written contracts relating to grants and procurement; strong working knowledge of personal computers and pertinent applications; ability to develop and work with complex spreadsheets; ability to multi-task; ability to establish and maintain effective working relationships with supervisors, co-workers, subordinates 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 accommodations 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 accommodations 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.

Employee Acknowledgement