

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Finance
Classified, GRADE 13
FLSA exempt position

ACCOUNT ANALYST

GENERAL STATEMENT OF DUTIES: Performs advanced level professional accounting work in a variety of areas in the Department of Finance; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent performs professional level tasks to insure the efficient functioning of accounting activities and takes leadership role on special projects. Provides guidance to Accountant positions and may supervise the activities of Account Specialists. Considerable latitude in decision making exists for the employee in this position since general guidelines and procedures have been previously established. Works closely with and under direction of the Director of Finance.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; mental acuity is required to make rational decisions through sound logic and deduction; the worker is not subject to adverse environmental conditions.

EXAMPLES OF WORK: (Illustrative only)

Actively participates in efforts involving standardizing accounting procedures to achieve compliance with GASB rules.

Assists in the preparation of year-end financial statements;

Oversees the closing of cash receipts and cash disbursement journals; Posts reconciled data from journals to ledgers;

Prepares trial balances and expense statements;

Approves the correction of Journal entries;

Reviews accounts payable and account balances on a weekly basis to ensure adequate funds;

Takes lead role in special projects assigned by Director;

Insures proper allocation of expenses to various cost centers;

Supervises and assists the staff in the entry of cash receipts in the proper journals or register;

Capitalizes fixed assets;

Approves petty cash expenditures;

Reviews and resolves discrepancies in vendor invoices and billings to users; Assists with preparation of annual budgets for various funds;
Prepares and submits grant draw down requests;
Prepares and submits loan requests;
Assists independent auditors as required;
Oversees the preparation of purchase orders;
Works with Director of Finance and automation staff regarding computerization of accounting activities.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Considerable knowledge of generally accepted accounting principles; thorough knowledge of modern account-keeping practices; good knowledge of the State laws and regulations pertaining to the financial activities of sewage treatment plants and other public utility related services; ability to plan and supervise the work of others; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerable supervisory experience in the accounting field and graduation from a college or university of recognized standing with major work in accounting with 3 to 5 years of experience in governmental accounting, possession of a CPA preferable; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: 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.

Employee Acknowledgment

Est. 07/01/04
Rev 07/01/15