

## KENT COUNTY POSITION DESCRIPTION

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

Department of Finance  
Classified, GRADE 11  
40 Hour Week

### **ACCOUNTANT II**

**GENERAL STATEMENT OF DUTIES:** Maintain and reconcile general ledger and subsidiary records in accordance with generally accepted accounting principles and pertinent Federal, State and Local legislation; does related work as directed.

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent uses professional accounting and budgetary skills to maintain the County's financial records and assist in the preparation of financial statements. The work is performed under the supervision of an Accounting Supervisor.

**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, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; 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.

#### **EXAMPLE OF WORK:** (Illustrative Only)

Prepare subsidiary accounting ledgers;  
Record transactions, cash receipts, cash disbursements, billings, accounts payable, etc.;  
Prepare general journal entries;  
Prepare budget and financial reports;  
Prepare grant drawdown requests and supplemental reports;  
Reconcile bank accounts;  
Reconcile control accounts to subsidiary records;  
Assist in the preparation of year-end financial statements;  
Oversee the closing of cash receipts and cash disbursement journals;  
Post reconciled data from journals to ledgers;  
Prepare and submit invoices  
Prepare trial balances and expense statements;  
Approve the correction of journal entries;  
Review accounts payable and account balances on a weekly basis to ensure adequate funds;  
Review budget amendments for compliance with County policies and practices;  
Review and submit reimbursement requests;  
Prepare worksheets showing breakdown of user fees; Assist in the preparation of the annual

budget.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of professional accounting practices with emphasis on governmental accounting and budget; ability to comprehend complex oral and written instructions; ability to comprehend written contracts relating to grants and procurement; ability to develop and work with complex spreadsheets; ability to establish and maintain effective working relationships with supervisors, co-workers, subordinates, and the public; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: An Associates or Bachelor degree from an accredited college or university with major coursework in accounting, finance or business with one to three years of experience in governmental accounting; 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.

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Employee Acknowledgment.

Est. 02/25/03

Rev. 07/01/03

Rev. 07/01/04

Rev. 07/01/06

Rev. 07/01/15