

KENT COUNTY POSITION DESCRIPTION

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

Department of Finance
Classified, GRADE 12
40 Hour Week

ACCOUNTANT III

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 as a team leader to insure the efficiency of accounting activities. Provides guidance to other Accountants 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. Review of work consists of general supervision by an Accounting Supervisor and the policy 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; mental acuity is required to make rational decisions through sound logic and deduction; 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; the worker is not subject to adverse environmental conditions.

EXAMPLES OF WORK: (Illustrative only)

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

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 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;

Compute annual user fees for each sewer district;

Prepare worksheets showing breakdown of user fees;

Review quarterly delinquent user fee amounts and coordinates collection efforts;

Review monthly sewer flow readings and resolves discrepancies;

Supervise and assist staff in the entry of cash receipts in the proper journals or register;
Approve petty cash expenditures;
Review and resolve discrepancies in vendor invoices and billings to users;
Review and approve budget adjustments in accordance with County policies and practices.
Assist independent auditors as required:
Oversee the preparation of purchase orders;
Work with Director of Finance and automation staff regarding computerization of accounting activities.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough 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: Bachelors degree with major work in accounting and considerable supervisory experience in the accounting field; 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