

KENT COUNTY POSITION DESCRIPTION

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

Department of Finance
Classified, GRADE 9
40 Hour Week

ACCOUNT SPECIALIST III

GENERAL STATEMENT OF DUTIES: Performs complex bookkeeping/accounting tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The work of this class involves performance of complex professional account-keeping task. Incumbent is expected to work on a production basis with limited supervision. Immediate supervisor exercised over other specialist positions.

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)

Compiles budgets, managing expenditures;
Prepare and approve invoices;
Prepare monthly drawdowns based on grant invoices paid
Maintain revenue and appropriate ledgers;
Process purchase orders;
Assure receipts and payments are in order and properly codes prior to posting;
Confer with department representatives regarding fund discrepancies;
Check the work of others for completeness and accuracy;
Prepare ledgers for each fiscal year;
Prepare sewer bills for municipalities and major industries;
Close cash disbursement and receipt journal on monthly basis;
Account for petty cash balances;
Prepare wire transfers and appropriate documentation.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of modern account- keeping practices; excellent word processing skills; ability to create complex operational

spreadsheets; some knowledge of professional accounting practices; ability to follow complex oral and written directions; ability to prepare complex fiscal reports; ability to plan and supervise work of others; initiative; willingness and ability to adapt to new office procedures as required; some knowledge of the principles underlying State laws and regulations pertaining to County government; good judgment; ability to establish and maintaining working relationship with coworkers, supervisor, and the public; good working knowledge of computers and office applications; regular and timely attendance; performance of duties in a safe manner.

ADDITIONAL EXPERIENCE AND TRAINING: Associates degree from accredited college or university in accounting or completion of standard high school coursework or G.E.D. (business courses highly desirable) with one to three years experience in bookkeeping or 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.

Employee Acknowledgment

REV. 12/10/91
rev. 07/01/94
REV. 07/01/00
Rev. 07/01/03
Rev. 07/01/06
Rev. 07/01/15