

KENT COUNTY POSITION DESCRIPTION

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

Department of Community Services
Classified, GRADE 8
40 Hour Week

ACCOUNT SPECIALIST II

GENERAL STATEMENT OF DUTIES: Performs routine to moderately difficult bookkeeping/accounting tasks in keeping financial accounts and records; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The work of this class involves performance of account-keeping, auditing or related tasks. Supervisors are available for consultation of difficult problems. Positions in this class require some familiarity with the office to which assigned and a background in bookkeeping and related accounting tasks.

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 payrolls, computing deductions and prepares vouchers for various accounts;
Prepare basic monthly financial type reports;
Post appropriation accounts, special fund, and grant funds and keep County accounts current;
Determine appropriate accounts to be used for payment of bills;
Maintain revenue and expenditure ledgers;
Perform more complex clerical work/invoicing in connection with accounts;
Balance cash book and prepare reports for departments;
Search files and a variety of source material for reports;
Review outgoing mail prepared by other clerks for form, accuracy, and adherence to office policy;
Assist with preparation of annual budgets and budget adjustments for various funds and projects;
Assist departmental divisions with financial worksheets;
Organize projects, researches issues.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of office

terminology, procedures and equipment and of business arithmetic and English; excellent word processing skills; good knowledge of elementary bookkeeping; ability to take and transcribe dictation may be required; ability to follow complex oral and written directions; demonstrated ability to maintain complex clerical records and prepare reports from such records; ability to make decisions in accordance with ordinances, regulations and established policies where errors could easily result in additional costs to the County; ability to make relatively complex mathematical computations rapidly and accurately; ability to plan and supervise the work of others; good judgment; willingness and ability to adapt to new office procedures as required; working knowledge of computers and office applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of standard high school coursework or G.E.D. (business courses highly desirable) with extensive, progressively responsible experience in secretarial work and a minimum of three years of experience as a senior level secretary; 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. 07/01/05
Rev. 07/01/11
Rev. 07/01/20