

KENT COUNTY POSITION DESCRIPTION

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

Department of Community Services
Classified, GRADE 7
40 Hour Week

ACCOUNT SPECIALIST I

GENERAL STATEMENT OF DUTIES: Performs entry-level book-keeping/clerical tasks, does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent performs account-keeping, auditing and related tasks. Supervisors are available for consultation of difficult problems.

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 incidental clerical work in connection with accounts;
Balance cash book and prepare reports;
Search files and a variety of source material for reports;
Prepare outgoing mail and invoices according to procedure;
Assist with preparation of annual budgets and budget adjustments for various funds and projects;
Assist departmental divisions with financial worksheets;
Organize projects and research issues.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of modern clerical account-keeping practices; good knowledge of office terminology, procedures, and equipment, and of business arithmetic and English; ability to type from clean copy or rough draft at a reasonable rate of speed; ability to understand and follow oral and written instructions; 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.

ADDITIONAL EXPERIENCE AND TRAINING: Completion of standard high school coursework or G.E.D. (business courses highly desirable); or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must pass written examination and calculator proficiency test administered by the Kent County Personnel office. 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
Est. 07/01/21