

Title: Account Specialist II
Department: Community Services
Division/Office: Administrative Section



Grade 2115; Hourly position; Category: Classified; Job Code: ASP2; Rev.:07/01/2021

General Description

The purpose of this position is to perform routine to moderately difficult bookkeeping/clerical tasks, in keeping financial accounts and records, auditing and related tasks.

This career ladder series position works under close to general supervision according to set procedures but determines how or when to complete tasks.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Prepares payrolls, computing deductions and prepares vouchers for various accounts.
- Prepares basic monthly financial type reports.
- Posts appropriation accounts and special funds and keep County accounts current.
- Prepares monthly billing for data processing.
- Determines appropriate accounts to be used for payment of bills.
- Maintains revenue and expenditure ledgers.
- Performs incidental clerical work in connection with accounts.
- Maintains employee benefit accounting information.
- Balances cash book and prepare reports for departments.
- Searches files and a variety of source material for reports.
- Reviews outgoing mail prepared by other clerks for form, accuracy, and adherence to office policy; Prepare preliminary budgets.
- Organizes projects, research issues.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent supplemented by four (4) years of accounts payables, receivables, bookkeeping, finance, or closely related experience.

Additional Requirements:

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.

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.

Americans with Disabilities Act Requirements:

This Class Description does not constitute an employment agreement between the Kent County Levy Court and an employee and is subject to change by the County as its needs change.

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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 fingering, 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 deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement