

Title: Accountant III
Department: Finance
Division/Office: Accounting section



Grade 2121; Hourly position; Category: Classified; Job Code: ACT3; Rev.:07/01/2021

General Description

The purpose of this position is to provide complex accounting activities such as reviewing and enforcing all contracts, grants, special projects, maintain and reconcile general ledger and subsidiary records for Governmental and Enterprise operations in accordance with generally accepted accounting principles and pertinent Federal, State and Local legislation.

This career ladder position works independently, under limited supervision, developing work methods and sequences, reporting major activities through periodic meetings.

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 general ledger journal entries.
- Prepares deposits
- Prepares grant drawdown requests and supplemental reports.
- Reconciles bank accounts.
- Reconciles balance sheet accounts and inventory to general ledger accounts
- Reconciles control accounts to subsidiary records.
- Oversees Sewer Fund billing process, including entering sewer billing adjustments and customer service.
- Maintains County contracts
- Reviews, approves and assign a purchase order number for purchase requests.
- Verifies, records and processes Sheriff Sale activity
- Tracks and bills special invoices
- Approves surcharge calculations for building permit applications
- Reviews, approves and post revenue receipts to the general ledger
- Reviews travel request for required documentation and approvals
- Conducts department cash receipt audits to ensure the general ledger is accurately reported.
- Performs department audits
- Reviews and process County bank account transfers and wires.
- Review and verifies payroll transactions
- Assists with budget preparation
- Works in Excel spreadsheet and word processing software
- Works with other departments as needed
- Assists with Special Projects
- Performs related work as required.

Minimum Education and Experience Requirements:

Bachelor's degree in Accounting, Finance or related field supplemented by four (4) years of experience in accounting and financial reporting. Preference given to knowledge of and experience in government financial operations or a combination of education, training and experience.

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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Additional Requirements:

Thorough knowledge of generally accepted accounting principles with emphasis on governmental accounting; strong ability to comprehend written contacts relating to grants and procurement; strong working knowledge of personal computers and pertinent applications; strong ability to work with complex spreadsheets; strong ability to comprehend complex oral and written instructions; ability to multi-task; ability to establish and maintain effective working relationships with supervisors, coworkers, subordinates and the public; 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 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