

POSITION DESCRIPTION

DEPARTMENT:	Treasurer
POSITION TITLE:	Accounting Manager
GRADE:	Three (\$10.00 - \$22.00 per hour)
EMPLOYMENT CATEGORY:	Regular Full-Time
STATUS:	Non-Exempt
REPORTS TO:	County Treasurer or Deputy

JOB SUMMARY – Under the general supervision of the County Treasurer or Deputy County Treasurer, the Accounting Manager performs responsible and technical accounting duties recording all revenue and preparing and administering the distribution of funds to all taxing entities of Barton County. The employee in this position reconciles all revenues to the bank and enters information in the computer system. The employee follows guidelines in maintaining financial investment data for the cash management program. The Accounting Manager is responsible for all fund accounting and analysis. Generally work follows prescribed policies and procedures; nonetheless, the employee in this position must exercise independent judgement in executing the duties of the position.

ESSENTIAL JOB FUNCTIONS

- Complies with all State statutes and County and departmental policies and procedures.
- Verifies and records all revenue deposited with the County Treasurer's Office.
- Reviews all revenue coding and maintains revenue codes in the computer;
- Responsible for all revenue and distributions entered in the computer;
- Prepares monthly reports and various state reports;
- Prepares bank deposits and analyzes balances for cash management;
- Prepares, reconciles and distributes tax monies to the tax entities of Barton County;
- Prepares various State reports.
- Maintains tax abstract books and tax files.
- Verifies vehicle tax distributions.
- Maintains payroll records and verifies payroll checks.
- Prepares and verifies expense vouchers.
- Prepares Treasurer's quarterly reports.
- Calculates and distributes interest earned on funds for special agencies.
- Compiles financial information as requested.
- Signs Treasurer checks as required.
- Assists with bankruptcy activities.
- Handles special requests from auditors concerning other municipalities.
- Maintains responsibility for the bookkeeping of several special districts in Barton County.
- Handles insufficient fund checks.
- Manages accounting of credit cards, debit cards and electronic payments.
- Manages accounting procedures for the Homestead Credit Program.
- Manages Temporary Notes and Bond Payments with the State of Kansas.
- When time permits, will be required to assist other employees with creation and mail-out of tax statements.
- Other related duties as deemed necessary or as required.

EDUCATION / EXPERIENCE / SKILLS: College degree or high school graduate with two years of bookkeeping, accounting or account analysis experience. Prefer Bachelor's Degree in business, accounting or finance. Requires knowledge of mathematics, principles of accounting, interest calculations and computer applications (Microsoft Office). Ability to use calculators, copiers and other office equipment. Good communication skills with ability to work well with others. Must have the ability to work independently. Must have the ability to proof own work and that of others.

PHYSICAL REQUIREMENTS: Work is primarily sedentary and may require the ability to exert up to 10 pounds. Occasionally lifts and carries objects, not exceeding 50 pounds. Works closely with County officials, other employees, banking officials, municipalities and the public. There will be occasions of dealing with difficult people. This employee must have the stamina to sit for long periods of time and work with multiple interruptions.

WORKING CONDITIONS / ENVIRONMENT: Limited supervision. Responsible for developing own methods of conducting job. Close mental and visual attention required. Sits at desk or computer. Walks to other departments. Works in well-lighted and climate-controlled office. Uses typewriter, word processor, copier, telephone and other office equipment.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.

Employee Signature _____ Date ____/____/____

Elected Official _____ Date ____/____/____

Date Written: 08/04/2017