



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Senior Account Specialist</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Administrative Authority</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>10/11</u>
DEPARTMENT: <u>Various</u>	JOB CODE: 604	

DEFINITIONS:

Under general supervision, performs a variety of financial and accounting clerical duties such as checking and reconciling routine accounts, preparing journal entries, processing accounts payable and purchase orders and preparing reports.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Approves and processes accounts payable and purchase orders; prepares journal entries; processes budget revisions; prepares regular and special reports and schedules, as assigned; assists in designing and implementing new accounting forms; communicates and coordinates with vendors to clear and reconcile various departmental accounts.

Initiates and prepares memos to departments regarding payment processing and purchase requisitions; researches and documents payment histories; maintains vendor files; reviews and approves W-9 forms for all new vendors; reviews changes to IRS regulations and ensure County compliance.

Processes payment requisitions, journal entries, budget revisions and amendments; verifies bills and maintains account balances; processes monthly budget report and reconciles all accounts; identifies accounts which are over/under budget; makes recommendations for balancing budget; prepares year-end reports.

Maintains inventories and orders supplies; issues meal tickets; makes monthly deposit; verifies meal tickets use; processes payroll; verifies employee overtime; adds and balances timesheets for employees; processes reports for tracking overtime and holiday amounts; verifies and balances.

Tracks all vehicle information by verifying monthly fuel logs and mileage totals; processes DOR paperwork regarding licensing of all department vehicles; processes Certificates of Delivery for all inmates taken to DOC; processes and tracks payments; Processes extradition paperwork for inmates arrested out of state.

Provides information to employees regarding payroll records, W2 forms, activation and termination of fitness programs; direct deposit, and other policy information.

KNOWLEDGE AND SKILL:

1. Good knowledge of relevant Boone County policies and procedures.
2. Good knowledge of Boone County budget, accounting and related systems.
3. Skill in applying accounting procedures and rules accurately.
4. Skill in accurate recording of data in manual and computerized accounting systems
5. Skill in the use of a personal computer and spreadsheet software.
6. Skill in establishing and maintain cooperative working relationships with other employees and departments.

MINIMUM QUALIFICATIONS:

High school diploma or GED and four years of accounting experience; experience with personal computer word processing and spreadsheet software.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)