

WASHINGTON COUNTY

Job Description

JOB TITLE: Building and Grounds Accounting Administrator

Exempt (Y/N): No

DEPARTMENT: Buildings & Grounds

DATE PREPARED: October, 2013

SUPERVISOR: Buildings Maintenance Director

SUMMARY

Fixed Assets: The incumbent will be responsible for entering, tagging, processing, and balancing on a monthly basis of fixed assets for all departments within the County. The incumbent will maintain records of all trade-ins, transfers of assets in or out of departments, and all surplus items will be maintained until further needed or disposed of as necessary. The incumbent will be required to provide year-end reports and work closely with the Auditors regarding all fixed assets as needed.

Accounting: Under the direction of the Buildings Maintenance Director, the incumbent is responsible for performing administrative functions of the Buildings & Grounds Department. This position requires an individual that is organized, accurate with numbers, and is able to meet deadlines in a timely manner. The incumbent must ensure that all invoices pertaining to the Buildings & Grounds are properly coded, documented, signed, and that necessary funds are available before entering them into the Accounts Payable system. The incumbent is also responsible with the processing of payroll time sheets for the Buildings & Grounds department and all associated paperwork. Must be able to create and maintain spreadsheets for various billing such as utilities on 16+ buildings and large multi-department phone billing. Provide reports on projects, utilities, and other Building & Grounds related items to the Quorum Court and other interested parties.

The incumbent works with the Comptroller and Purchasing department as needed to keep daily workload on schedule. The incumbent must be able to work well with elected officials, department heads, co-workers, vendors, and the public to assure smooth operations of the Buildings & Grounds operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING. Other duties may be assigned.

1. Open new accounts with vendors by providing County credit information, tax ID information and forms, and all other application process forms necessary.
2. Purchase and maintain office supplies for all Buildings & Grounds offices.
3. Assist with 1099 form preparation for year end processing including vendor 1099 tax information verification; balancing of 3 separate reports/data gathering-2012 total was \$678, 205.84 and amounts will vary yearly based on expenditures.
4. Assist with W-2 preparation for year end as needed to include balancing, printing, and mailing; approximately \$20,000,000.00+/-.

5. Maintain all utility records for 30+ buildings/locations, provide reports on utilities as needed, monitor accounts for large fluctuations in usage for possible leaks or other issues.
6. Assist and/or train current and new employees on Accounts Payable procedures.
7. Process invoices (average of \$150,000.00 +/- twice per week) for all County departments as needed; coding verification, obtaining appropriate signatures, invoice entry, processing warrants, sending files to Treasurer for check processing.
8. Assist and/or train current and new employees on Purchase Order and P- Card entry processing procedures/rules including all necessary forms/rules regarding travel for County Employees.
9. Responsible for creating, developing, and modifying accounting software reports; some basic programming involved.
10. Assist Comptroller's office with payroll timecard entry and processing of payroll on an as needed basis; approx. \$550,000.00+/- bi-weekly.
11. Attend County meetings as necessary in the absence of the Buildings & Maintenance Director.
12. Make reservations and travel arrangements for all Buildings & Grounds employees for training/education purposes. Research training/education opportunities as needed.
13. Assist the Buildings & Grounds Supervisor in handling calls and routing maintenance needs to the Buildings & Grounds personnel.
14. Work with elected officials and department heads to assist them in their maintenance needs.
15. Correspond with vendors or sub contractors to handle maintenance needs.
16. Open and process mail sending appropriate correspondence when needed.
17. Answer phones and take accurate messages in a polite manner. Route calls to appropriate person or department as necessary.
18. Set up new vendors using Accounting software including current billing address, phone, vendor type, and tax ID number.
19. Mail out W-9 forms and instructions to any new vendors and update tax ID information in the accounting software as needed.

20. Organize and maintain files for the Buildings & Grounds department concerning projects, contracts, maintenance schedules, and other records as needed.
21. Assist the Buildings & Grounds personnel in purchasing products or services, adhering to all purchasing laws and policies.
22. Maintain inventory on County building keys and key card signatures signed by employees acknowledging that they must return all keys to the Buildings & Grounds department before receiving their final paycheck.
23. Maintain spreadsheet summaries for all building projects to summarize payments made, remaining contract balance available, and current new construction value for inventory purposes.
24. Process invoices for payment on charges related to the Buildings & Grounds department verifying price and receipt of product or service. A voucher will be prepared to include each invoice, its corresponding purchase order, price, general ledger code(s), and all proper documentation verified with a signature of authorized payment.
25. Process P-Card vouchers for all Buildings & Grounds personnel who have procurement cards. Verify each purchase. List each purchase on the log, including date, vendor, short description, general ledger code and price. Verify all purchases with the monthly statement and forward to Comptroller's office for payment.
26. Process land line (approx 20pgs), long distance (approx 500 pgs), and cell phone (approx 1,500 pgs) bills by department. Consists of entering information into spreadsheets by department, sending relative parts to each department head for signature, and writing up vouchers for each fund for payment.
27. Process Mailco bill—consisting of applying daily delivery fees for necessary departments, recalculating bill to reflect daily delivery fees added to relative departments, send out relative parts of bill to each Department Head/Elected Official for payment approval, prepare vouchers for payment.
28. Request purchase orders as needed for items pertaining to the Buildings & Grounds department.
29. On an as needed basis, issue purchase orders to authorized department personnel in accordance with the County budget policies and State laws.
30. On an as needed basis, post, mail, e-mail, or fax copies of purchase orders as required to the Comptroller, Department Heads, and Elected Officials using the County's specialized Accounting system.
31. Enter or edit time records as needed into Time Clock Plus for all Buildings & Grounds personnel, verify accuracy of time records, print records for signature, print a payroll summary, and prepare payroll worksheets for the Payroll Administrator.

32. Review Statement of Operations and other budget information on a monthly basis. Request line item transfers as needed.
33. Review yearend and new year budget information with the Buildings & Grounds Supervisor for any adjustments needed. Make adjustment requests to the Comptroller by the due date for budget modifications.
34. Work closely with the Buildings & Grounds Supervisor and the Quorum Court Secretary on purchasing issues that may arise throughout the year concerning capital item purchases and appropriations.
35. Entering of capitalized inventory items by verification of invoices paid into the fixed assets database for all departments and preparing/attaching inventory tags to the items.
36. Work closely with department heads on individual inventory control by sending out yearly inventory reports for review. Make all changes and deletions as needed according to policy.
37. Balance monthly fixed asset database entries by fund and department with capital expenditure reports.
38. Work closely with auditors regarding inventory procedures and policies
39. Print and maintain yearend inventory reports for yearly audit.
40. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among the County, the public, and other agencies.
41. Ensure that all duties assigned are performed in an efficient and responsible manner according to office policy and procedures.

EDUCATION AND EXPERIENCE

Minimum of high school diploma or general education degree (GED); two years of college plus two years experience or five years previous experience in accounting/bookkeeping. Two years management experience required. Also, successful completion of accounting courses is necessary to perform this position's functions. Preferably government accounting.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic Algebra and Geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

INTERNAL/EXTERNAL COMMUNICATIONS

Regular contact within the department and with other departments as needed. Regular contact with vendors, citizens, outside representatives, and community groups as needed.

USE OF EQUIPMENT AND/OR COMPUTERS

Must be proficient in the use of a personal computer, copier, scanner, ten-key calculator, other basic office equipment and Microsoft Office Suite programs.

OTHER SKILLS AND ABILITIES

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

-While performing the functions of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-The noise level in the work environment is usually moderate.