

Washington County Deputy III Bookkeeper Job Description

Exempt: No
Department: Tax Collector
Reports To: Head Bookkeeper
Location: County Offices
Date Prepared: August 01, 2012
Date Reviewed: July 2014

GENERAL DESCRIPTION OF POSITION

Bookkeeping is an essential part of Washington County Tax Collections and the Deputy III Bookkeeper is responsible for the County's accountability as it relates to tax revenue.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Daily balance of receipts and bank deposits. This duty is performed about 40% of the time.
2. Verify all money in cash drawers against receipts for clerks and satellite offices. This duty is performed about 10% of the time.
3. Verify credit card payments made at cashier windows. This duty is performed about 5% of the time.
4. Verify and balance credit card fee's charged and deposited. This duty is performed about 5% of the time.
5. Help with training clerks for daily balances when working in satellite offices. This duty is performed about 5% of the time.
6. Working and maintaining sufficient records on all insufficient checks returned from bank. This duty is performed about 10% of the time.
7. Balance credit card payments made on line. This duty is performed about 10% of the time.
8. Maintain Quickbooks journal.
9. Write up deposit to bank.
10. Research refunds on overpayments.
11. Aid in mid-year trial balance.
12. Aid in preparing current and delinquent settlements each month.
13. Issue actual checks for all refunds and acquire signatures and adequate back-up information.

14. Run credit card reports from CounterPass for each clerk on a daily basis in order to balance daily work.
15. Help with bank reconciliation each month.
16. Track down missed longs and shorts on daily balances.
17. Aid with constant cross training in the bookkeeping department.
18. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 5 years related experience and/or training. Or equivalent combination of education and experience.

COMMUNICATION SKILLS

Not indicated.

MATHEMATICAL SKILLS

Not indicated.

CRITICAL THINKING SKILLS

Not indicated.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: 10-Key, Accounting, Alphanumeric Data Entry, Database, Spreadsheet
Basic: Contact Management, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

SUPERVISORY RESPONSIBILITIES

No supervision.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above would range from \$1,000,000 to \$10,000,000.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing 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.

PHYSICAL ACTIVITIES

The following physical activities 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.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to sit; frequently required to stand, use hands to finger, handle, or feel, talk or hear; and occasionally required to walk, reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; color vision; and ability to adjust focus.

ADDITIONAL INFORMATION

Maintaining confidentiality regarding online banking passwords, safe combination numbers, names, addresses, and phone numbers of Washington County residents and employees. Important decisions and recommendations: Dealing with customers' complaints and misplaced funds in a timely & professional manner; Finding money paid on wrong parcels or assessments and make corrections; Training bookkeepers to perform all task in the bookkeeping department; Working with window clerks to insure the safe and accurate process of funds in order to balance all monies on a daily basis; Working with mortgage companies to find erroneous payments and make required corrections; making sure all money is accurately collected and disbursed to the proper entities for county, school and city; Deciding who should be prosecuted for insufficient funds; and Interpreting financial data provided by banking institutions in order to distribute funds

based on Arkansas state laws.

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*Printed 8/1/2012 3:47:20 PM
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