



# BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Accountant II</u>	<b>NEW:</b> <u>    </u>	<b>REVISED:</b> <u>X</u>
<small>(Please check one)</small>		
<b>REPORTS TO:</b> <u>Collector</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>2/2019</u>
<b>DEPARTMENT:</b> <u>Collector</u>	<b>JOB CODE:</b> <u>203</u>	

**SUMMARY:**

With general supervision and direction of the Boone County Collector, performs high level professional accounting work such as receiving, investing, disbursing and recording revenue, maintaining ledgers, analyzing account information, preparing and analyzing budgets, reconciling accounts and preparing financial reports. Maintain knowledge of office policies and procedures.

**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.*

Performs the reconciliation of tax billings, collections, deposits, and distributions on a daily, monthly, and annual basis. Prepares and verifies monthly tax distributions; coordinates and completes the process of remitting revenue to the various taxing entities. Tracks bank and investment interest earned and remits to the County Treasurer on a monthly basis. Prepares and submits to the taxing entities all monthly and annual reports of taxes received and disbursed. Identifies and resolves problems related to balancing and distribution.

Balances cash and workstation drawers; prepares summary of daily collections, reconciles daily deposits, creates deposit tickets and delivers documentation to the County Auditor for review. Processes and/or oversees the processing of payments received electronically.

Oversees financial and banking aspects related to accounts currently under the Collector’s control. Performs monthly bank reconciliations and balance ledgers; balances cash for all funds related to the Collector’s office; tracks investment and/or calculated interest earned for each fund; monthly review of Collector checks that have cleared. Coordinates ACH and wire transfers; monitors individual bank account balances and create transfers when necessary.

Assists in preparing the annual department budget and the budget for the Tax Maintenance Fund. Approves routine expenditures and monitors ledger accounts. Provides budget analysis throughout the year; updates Auditor on budget items; prepares purchase orders and payment requisitions; prepares journal entries, budget revisions and amendments; participates in the RFP and bid evaluation process and reviews contracts; reviews fixed asset purchases.

Updates and tracks the status of ongoing impound and protested tax appeals. Releases and disburses revenue once appeals have been resolved; coordinates and completes the process of remitting revenue to the various taxing entities; submits reports to the various taxing entities; and refund any moneys to eligible taxpayers. Tracks bank and investment interest earned, and remits to the County Treasurer or eligible taxpayers once appeals have been resolved.

Assists in the design, testing and implementation of programs and procedures that impact the Collector's office. Has knowledge of AS/400 reports and queries and be able to extract data from the tax record database.

Other duties as assigned.

**KNOWLEDGE AND SKILL:**

1. Considerable knowledge of Generally Accepted Accounting Principles.
2. Considerable knowledge of Boone County policies and procedures.
3. Considerable skill in reading and interpreting state statutes.
4. Considerable knowledge of automated programs used within the Collector's office.
5. Skill in the use of personal computers, especially of word-processing and spreadsheet software.
6. Skill in analysis, problem solving, and mathematics.
7. Skill in developing and maintaining cooperative working relationships with other County Departments.
8. Skill in written and oral communication.
9. Considerable skill in cash handling.
10. Skill in dealing with the public in a professional and courteous manner.
11. Ability to exercise judgment and initiative in the performance of duties.
12. Ability to handle a diverse workload and work independently to meet deadlines and accomplish duties.

**PHYSICAL DEMANDS:**

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up

to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Accountancy or related field and a minimum of three years accounting experience, preferably with governmental accounting experience or the equivalent combination of education and experience.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*