

JOB DESCRIPTION

CHILTON COUNTY

Title: Accountant/Payable Clerk
Department: Chilton County Commission
Reports to: Administrator

JOB SUMMARY:

Under the direction of the Administrator, the employee assists in maintaining the accounting system for the county. Assists in preparing budget, financial statements and paying accounts payables. Employee receives general instruction from the Administrator in making day to day operating decisions.

JOB DOMAINS:

- A. Deposits/Cash. Prepares deposits slips and verifies account codes and receipt numbers before deposits are carried to various banks and posted to the general ledger. Makes any needed adjustments. Reconciles bank statements for all accounts on a monthly basis.
- B. Purchase Orders. Assists department heads in preparing, encoding and submitting purchase orders. Approves purchase orders from various departments. Prints purchase orders to be matched to incoming invoices. Maintains a list of open purchase orders and prints a list of purchase orders monthly for approval by the County Commission.
- C. Capital Assets. Assists the Administrator in compiling capital asset list, calculating depreciation expense, and adding/removing capital assets from list. Perform random asset checks for departments.
- D. Financial Statements. Assists the Administrator in preparing annual financial statements to be audited.
- E. Budget. Monitors budget to ensure no posting error or overages. Compiles historical information for budgetary purposes. Assists in preparing annual budget. Prints monthly budget reports for Commissioners.
- F. Accounts Payable. Responsible for assisting in paying accounts payables from various funds. Invoices are matched to purchase orders then paid monthly. Other payables are paid on a weekly basis.
- G. Clerical. Answers telephone, routes calls. Prepares various reports. Type letters and memos. Assists taxpayers or vendors that call or come by the office.

JOB SPECIFICATIONS:

Knowledge, Skills and Abilities. Knowledge of county governmental accounting methods and procedures. Knowledge of county rules, regulations, policies and procedures. Working knowledge of business English and report writing. Verbal skills to effectively communicate with office staff, supervisor, department heads, various agencies and the public. Skills in accounting and finance to prepare budgets and financial statements. Reading skills to read and understand complex materials to include accounting manuals, state and federal regulations, directives, etc. Computer skills to use accounting software systems efficiently. Working knowledge and experience using Microsoft Office software, including Word, Excel, Publisher, Outlook and PowerPoint. Ability to interpret fiscal and accounting records to prepare accurate and complete financial statement and reports. Ability to operate basic office equipment.

Other Characteristics. Possess a bachelor's degree in accounting. Possess a valid Alabama driver's license. Willing to work overtime to meet deadlines. Willing to travel and attend conferences and training sessions for professional improvement and certification. Any combination of education and experience will be considered.

Work Environment.

100% Office Conditions.

NOTE:

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.