

**Jefferson County
Position Description**

Name: _____ **Department:** Highway

Position Title: Accounting Specialist I **Pay Grade:** _____ **FLSA:** Non-exempt
Payroll

Date: _____ **Reports To:** Accounting Manager

Purpose of Position

The purpose of this position is to provide accounting support for the Jefferson County Highway Department.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Completes and reviews department employee payroll from time cards and based on procedures. Prepares timecards noting employee class changes.
- Reviews documents for completeness and accuracy; reviews for proper pay classification.
- Calculates and updates labor rates and pay classifications based on changes for performance, adjustments, or assignment. Tracks and records changes.
- Works with Human Resources to calculate termination pay and benefits payouts. Tracks employee's vacation, sick, overtime, and holiday pay.
- Maintains employee database for payroll purposes with hire dates, classifications, birthday, benefits, withholdings, and address changes.
- Processes paperwork for new employees and enters employee information into the payroll system.
- Prepares appropriate forms for Family Medical Leave and Workers Compensation for Finance and Human Resources.
- Creates journal entries when appropriate.
- Maintains and updates employee vacation, compensation, and leave time records in Highway software programs and reconciles amounts with Human Resources.
- Codes labor and equipment on time cards and records materials used to appropriate expense accounts on daily basis according to project number. Enters labor class changes according to equipment operation and approval by supervisors.
- Enters and updates labor, equipment, and material project accounts and reports in County Highway Expenditure Microcomputer System (CHEMS).
- Maintains knowledge of manual payroll calculation procedures.
- Maintains and updates equipment rate tables and material inventory lists.
- Enters equipment usage into proper software. Reviews equipment use reports and rates and prints related report.
- Assists Highway Accounting Manager in preparing the Annual Financial Report by supplying and verifying cost data.
- Prepares FEMA reports for Federal Disaster aid and Emergency Government or State required reports.

- Records and types Highway Committee minutes.
- Oversees inventory responsibilities.
- Completes and maintains an employee information booklet.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- None.

Minimum Training and Experience Required to Perform Essential Job Functions

Two years related experience and/or training; or associate's degree from a college or university; or an equivalent combination of education and experience. High school diploma or equivalent required.

Preferred Training and Experience Required to Perform Essential Job Functions

Three years related experience and/or training; or associate's degree from a college or university; or an equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

None.

Knowledge, Skills, Abilities

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to reliably and predictably carry out one's duties.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to write routine reports and correspondence.
- Knowledge of County government organization and operation and interrelationships between governments and the community.
- Knowledge of laws, government regulations, and agency rules as they relate to government accounting and budgeting.
- Skill in prioritizing workload, developing action plans and meeting deadlines.
- Knowledge of accounting principles and practices, accounts payable, and payroll practices.
- Knowledge of administrative practices and procedures; business English, spelling, grammar; operation of office equipment; word processing, databases, scanning, presentation, and spreadsheet software.

- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Supervision

None.

Physical Demands

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

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

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

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee _____

Date _____

Supervisor _____

Date _____

Human Resources _____

Date _____