



Delaware County

This document is used to provide a basic description of essential duties and other work elements

Job Title: Head Bookkeeper	
Department: Auditor	Position Fund Account No.:
Division: Finance	Job Category: COMOT
Work Schedule: 8:30 a.m. - 4:00 p.m., M-F	Job Grade:
Reports to: Chief Deputy Auditor	Status: Full-time
FLSA Status: Non-exempt (OT eligible)	Effective Date: Re-evaluation Date: January 2024

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Delaware County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.

Incumbent serves as Head Bookkeeper for the Auditor's Office of Delaware County, responsible for assisting in managing Finance Division operations and completing a variety of bookkeeping and administrative duties.

DUTIES:

Assists in managing Finance Division operations, including training personnel, answering questions, determining work assignments, and ensuring tasks are completed to meet deadlines.

Verifies and files claims, including reconciling funds encumbrances appropriations. Provides claims register to Commissioners for approval.

Performs various administrative duties, including preparing daily receipts and checks for mailing, preparing and sending reports, and answering questions on all financials.

Answers telephone and greets office visitors, responding to inquiries, providing information and assistance, directing caller or visitor to appropriate individual or department.

Assists various County departments with compiling, balancing, and printing financial reports.

Attends, assists, and advises Council during County budget hearings. Imports new budget into financial system.

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Completes various forms, including 1099s for interest annuities and paperwork for IRS.

Conducts beginning of year operations, including entering budgets and appropriations into computer, carrying over encumbrances, closing appropriations, and balancing funds from previous year.

Conducts end of year operations, including balancing funds, clearing accounts, and completing year-end reports.

Assists settlement process in spring and fall, preparing expenditures to various entities and balancing with Treasurer's Office.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or HSE. Two (2) years of previous work experience preferred.

Ability to meet all hiring and retention requirements, including passage of a drug test.

Working knowledge of standard practices, policies, and legal requirements governing Department operations, with ability to accomplish tasks and activities with accuracy and completeness and meet formal deadlines.

Working knowledge and experience with standard office procedures and computer software and systems used by the Department, including word processing, spreadsheets, and email, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard accounting practices and procedures with ability to assist in managing Division operations, accurately file claims, monitor investments, balance accounts, and resolve discrepancies as needed.

Working knowledge of standard filing systems and ability to create and maintain accurate and organized files and records.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and reports.

Ability to properly operate standard office equipment, including computer, telephone, printer, copier, scanner, fax machine, and calculator.

Ability to file, post, and mail materials.

Ability to effectively communicate orally and in writing with co-workers, other County departments, County Council, County Commissioners, State Board of Accounts, State Auditor, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to, or maintain confidentiality of, Department information and records according to state requirements.

Shall comply with employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out written and oral instructions and present findings in oral or written form.

Ability to count, compute, and perform arithmetic operations.

Ability to compile, collate, or classify data.

Ability to work alone with minimum supervision and work on several tasks at the same time, often under time pressure.

Ability to competently serve the public with diplomacy and respect.

Ability to occasionally work extended hours.

II. RESPONSIBILITY:

Incumbent's priorities are primarily determined by supervisor, seasonal deadlines, and a formal schedule. Incumbent receives indirect or occasional supervision with assignments guided by definite objectives using a variety of methods or procedures. Incumbent plans and arranges own work and only refers to supervisor for unusual matters. Periodically, decisions are made in the absence of specific policies or guidance from supervisor. Errors in work are primarily detected or prevented through standard bookkeeping checks. Undetected errors could result in loss of time to correct the error.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, County Council, County Commissioners, State Board of Accounts, State Auditor, vendors, and the public, for the purpose of giving and receiving information.

Incumbent reports directly to Chief Deputy Auditor.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and service counter, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing up to 25 pounds, keyboarding, reaching, close vision, speaking clearly, and hearing sounds/communication.

Incumbent is occasionally required to work extended hours.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Head Bookkeeper for the Auditor's Office of Delaware County describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Approved by Human Resources Director: _____Date_____

Supervisor Signature Date

Reviewed with Employee Date

Employee's Signature (Printed Name) Date

Signed copy to : Human Resources(Original)
Supervisor

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