

Warren County, Tennessee
Finance Department

Job Description:

Bookkeeper: including but not limited to payroll functions, purchasing functions, grant administration and coordination, budgeting functions, human resource functions, and inventory and fixed assets functions.

Job Summary:

Perform work, including but not limited to, performing work of a diverse nature; performing payroll functions; purchasing materials and equipment; conducting invoice functions; paying vendors for delivered materials; providing inventory and fixed asset support; performing budgeting functions; providing grant information and coordinating grant functions; providing human resource services; performing clerical/administrative functions; and any other office functions deemed necessary.

Qualifications:

Minimum Education: High School Diploma or G. E. D.
Minimum Experience: Two (2) Years Bookkeeping Experience (manual/computer)
Computer Skills and General Office Equipment Skills Required

Reports to:

Director of Finance

Job Goals:

To assist the administration of the County with prompt and accurate handling of business affairs and to provide maximum services for the financial resources available.

Essential Functions:

Accounting:

Perform work of a diverse nature, including general bookkeeping for adherence to Generally Accepted Accounting Principles (GAAP), payroll and related reporting requirements, purchasing, budgeting, grant administration and coordination, human resource functions, inventory and fixed asset control and any other clerical, administrative, and other bookkeeping functions as required.

1. Maintain complete and systematic set of records of all financial transactions of the County.

2. Record details of County financial transactions in appropriate journals and ledgers from such sources as requisitions, purchase orders, payroll records, etc.
3. Summarize and balance entries recorded in individual journals and ledgers.
4. Compute and record cash receipts summaries from reports provided by the Warren County Trustee's Office.
5. Prepare financial statements, revenue statements, expenditure statements, trace errors and record necessary adjustments to correctly reflect the financial position of the County.

Purchasing:

6. Receive requests for issuance of purchase orders and issue purchase orders or requisitions to departments as required.
7. Conduct necessary invoice activities and prepare invoices for payment to vendors for delivered materials or services. Review invoices for accuracy and ensure that invoices are approved and signed by the appropriate department head prior to payment. Prepare purchase orders and invoices for payment by properly coding the account and function numbers to verify that the expenditure is accurately recorded. Enter invoices into computer system and process and print checks for payment of authorized invoices.
8. Review all accounts payable for accuracy, verifying vendor information and amounts.
9. Review and analyze all purchase requests for availability of funds and compliance with budget appropriations.

Payroll:

10. Receive signed and authorized timesheets from all departments and calculate all payrolls, including necessary withholdings and deductions, i.e. FICA, income tax, insurance, retirement, voluntary deductions, etc.
11. Enter timesheet information into computer system and process payroll, prepare payroll reports, and print payroll checks or direct deposit statements.
12. Review completed payroll checks and direct deposit statements for accuracy and errors.
13. Prepare payroll checks and direct deposit statements for distribution to all departments.
14. Calculate and complete all payroll reporting requirements, including but not limited to filing federal payroll tax reports, state payroll tax reports, issuance of W-2 forms, etc.
15. Calculate and process payment of all payroll deductions, including but not limited to, payroll tax, health insurance, retirement, voluntary deductions, etc.
16. Maintain records of all employee benefits including, but not limited to, sick leave earned and used, vacation leave earned and used, compensatory time earned and used, holidays, etc.

Budgets:

17. Assist with annual budget preparations including analysis of current revenues and expenditures and calculations of projected future revenues and expenditures.
18. Provide assistance during fiscal year with compliance of budgeted appropriations by comparison of actual revenues and expenditures to budgeted revenues and expenditures.

19. Provide assistance with projections of necessary budget transfers and/or amendments for presentation to the Financial Management Committee.

Grant Administration and Coordination:

20. Collect, calculate and compile necessary information for completion of grant applications.
21. Provide accurate accounting for grants received from federal, state or other entities.
22. Collect, calculate and compile necessary information to ensure timely reporting as indicated within the grant contract.
23. Ensure adherence to all required guidelines as indicated within the grant contract.

Inventory and Fixed Assets:

24. Maintain accurate inventory and fixed asset records.
25. Perform periodical physical reviews of on-hand inventory and fixed assets for all departments.
26. Perform periodical reviews of liability and property insurance coverages.

Human Resources:

27. Maintain accurate and updated personnel records for all county employees.
28. Verify completion of all federal and state requirements for employment with the County.
29. Provide employees with applicable employment benefit information, including but not limited to, health insurance, retirement, life insurance, voluntary benefits, etc.

Perform any other duties assigned by the Director of Finance.

Physical Demands:

Work is essentially sedentary, however may require lifting of objects that exceed forty (40) pounds.

General Requirements:

- Must be able to communicate clearly and concisely, verbally and in writing, in English.
- Must be able to adapt to performing a variety of duties, often changing from one task to another of a different nature with ease and professionalism.
- Must have excellent interpersonal skills.
- Must be able to work independently as directed.
- Must be able to perform any other duties assigned by the Director of Finance.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.