

# Hardin County Government

## Job Description

**Finance Support Assistant**

**Pay Grade 6**

STATUS	
<b>Date:</b> September 28, 2017	<b>Department:</b> Finance
<b>FLSA Status:</b> Non-Exempt	<b>Reports To:</b> Assistant County Treasurer
<b>Supervisory Responsibility:</b> None	

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### Job Summary

The purpose of the position of the Finance Department's Finance Support Assistant is to perform accounting and clerical work in the office of the Finance Department under the supervision of the Assistant County Treasurer. This position must possess a solid background in all aspects of clerical duties, general accounting applications and develop a thorough understanding of county government operations. The Finance Support Assistant will provide accounting and clerical support to the County Treasurer, Assistant County Treasurer, Personnel Payroll Specialist, Account Payable Clerk and Human Resource Coordinator

### Major Essential Duties

- Answer telephone calls, provide information to callers, or direct callers to the appropriate office
- Maintain the monthly Distribution Report including posting all expenditures and reconciling with general ledgers, appropriation reports and trial balance reports
- Act as Finance Office records custodian in compliance with Kentucky Department of Libraries and Archives
- Record all receipts into daily cash log to ensure auditor's internal controls are met
- Assist with reconciling timesheets, payroll deductions and payroll appropriations
- Assist with monthly bank reconciliation including deposit verification
- Prepare monthly reconciliation of invoices for employee benefits and deductions
- Assist with processing group health, dental, vision and life insurance programs covering county employees and dependents, including enrollment, monthly billings, employee changes and rate changes
- Compose and type letters; posts information as directed by supervisor
- Update County website of documents and/or postings pertaining to the finance department

## **Minor Essential Duties**

- Operate standard office machines and fulfill necessary office errands
- Send mail and documents to be recorded or delivered at the end of each day to the appropriate offices
- Coordinate maintenance needs in the Finance Department
- Assist with bids for county contracts and projects
- Complete all credit applications and tax exempt forms
- Maintain W-9 and Certificate of Insurance file
- Maintain county inventory records
- Order and receive office supplies
- Organize and maintain office files
- Fax, mail, and copy documents as necessary

## **Qualifications**

### ***Education and/or Experience***

- Graduate of an accredited high school or equivalent
- College credits in appropriate fields preferred or two years' experience in appropriate fields
- Experience in general accounting, to include accounts payable, accounts receivable and payroll, and other office procedures and practices
- Working knowledge of county government operations is preferred

### ***Language Skills***

- Ability to respond to inquiries and/or complaints from employees, regulatory agencies and vendors
- Ability to write reports and business correspondence
- Possess strong oral, written and listening communication skills
- Respond to sensitive inquiries

### ***Mathematical Skills***

- Possesses the ability to add, subtract and divide in all units of measure, using whole numbers, common fractions and decimals

### ***Reasoning Ability***

- Defines problems, collects data, establishes facts, and draws valid conclusions
- Interprets a variety of technical and instructional information
- Makes decisions which serve the County's best interest and follow the missions and objectives of the department

### ***Certificates, Licenses, Registrations***

- None

### ***Other Knowledge and/or Skills***

- Display mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees.
- Possess skills in records management and correspondence preparation
- Possess advanced skills in Microsoft © Word, Excel and other computer programs for word processing, spreadsheets, and database management

### **Physical Demands**

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee could reasonably be expected to:

#### **Regularly (over 2/3)**

Sit  
Talk or hear  
Use hands to file, handle, or feel

#### **Occasionally (under 1/3)**

Stand or walk  
Reach with hands and arms  
Lift and/or move up to 25 pounds  
Drive a vehicle

Vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described in preceding paragraphs represent those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level is usually moderate.

### **Comments**

- Must display the following:
  - Positive communication
  - Objectivity
  - Willingness to solve problems
  - Commitment to serve the county's best interests
- Must adhere to the applicable provisions of the Department Rules and Regulations, the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must be 18 years or older
- Must have personal integrity and remain free of felony convictions
- Must sign a form agreeing to non-disclosure of confidential information

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: September 28, 2017

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Harry L. Berry  
Hardin County Judge/Executive