

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2022-243**

BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, to approve revisions to the following job descriptions within the Finance Department:

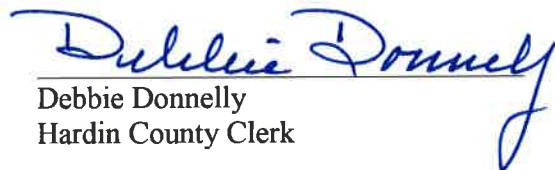
1. Assistant County Treasurer
2. Treasurer / Finance Director

APPROVED, by the Hardin County Fiscal Court in its regular meeting on 13 December 2022.



Harry L. Berry
Hardin County Judge/Executive

ATTEST:



Debbie Donnelly
Hardin County Clerk

Hardin County Government

Job Description

Non-Hazardous

Assistant County Treasurer

Pay Grade 20

STATUS	
Date: December 13, 2022	Department: Finance
FLSA Status: Exempt	Reporting Authority: Treasurer/ Finance Director
Supervisory Responsibility: Personnel/Payroll Specialist, Accounts Payable Clerk, Finance Support Assistant	

Job Summary

The purpose of this position is to assist the reporting authority with all duties associated with the Finance Office, including the preparation of financial statements in accordance with government regulations and generally accepted accounting principles, and to assist in keeping records and making reports as prescribed by KRS 68.210, 68.020, 68.300, 68.360 and 66.480.

Major Essential Duties

- Assist with the administration of cash receipts ledger, check distribution ledger, appropriation ledger, general ledger, individual accounts for the funds and grants, and investment records
- Assist with depositing all the counties receipts daily
- Countersign checks
- Assist in the reconciling of all checking accounts on a monthly basis
- Prepares outgoing wire transfers for all County funds
- Schedule all federal and state tax deposits, perform quarterly tax reconciliation and filing
- Assist in the preparation of monthly, quarterly, and annual financial statements
- Assist in monitoring revenues and expenditures to assure compliance with Kentucky Department of Local Government and Kentucky Auditor of Public Accounts
- In conjunction with the County Treasurer develops and administers accounting policies and procedures
- Assist with hiring, training, development, and work assignment.
- Provide complaint and problem resolution.
- Enforce policies and procedures

Minor Essential Duties

- In conjunction with the reporting authority, develop revenue estimates and departmental budget targets to guide departments in budget preparation
- Assist with preparing budget amendments and transfers
- Assist with advertising all budget amendments
- Attend annual training presented by the Kentucky Association of County Treasurers and Finance Officers
- Assist with the preparation of documents concerning taxing rates and taxing districts
- Perform other duties which may be required concerning the financial matters of the county
- Should be a member of the Kentucky Association of County Treasurers and Finance Officers

Qualifications

Education and/or Experience

- Baccalaureate level degree from a college or university with an emphasis in accounting, finance, business or a related field, supplemented with one year of experience in general accounting, to include accounts payable, accounts receivable, payroll, cash management or other comparable office practices or procedures; or
- Associates' level degree from a college with an emphasis in accounting, finance, business or a related field supplemented with three years of experience in general accounting, to include accounts payable, accounts receivable, payroll, cash management or other comparable office practices or procedures; or
- Graduate of an accredited high school or equivalent and five years' experience in general accounting, to include accounts payable, accounts receivable, payroll, cash management or other comparable office practices or procedures; and
- Experience supervising employees or managing office operations; and
- Experience in the use of computers, standard office machines and standard communication devices

Language Skills

- Ability to read, analyze, and interpret policies, procedures, professional publications, governmental regulations, financial reports, and legal documents
- Ability to respond to sensitive inquiries and complaints from regulatory agencies, business community members, and suppliers of goods and services
- Ability to write reports, business correspondence, and policy and procedure documents
- Ability to make effective presentations on complex topics to employees, business committee members, elected officials or other member of government organizations
- Ability to display strong oral, written, and listening skills

Mathematical Skills

- Ability to add, subtract and divide in all units of measure, using whole numbers, common fractions and decimals
- Ability to compute ratio and percent, and to draw and interpret graphs

Reasoning Ability

- Solves practical problems while dealing with several abstract and concrete variables
- Interprets an extensive variety of complex technical and instructional information
- Makes decisions which serve the best interest of the County and impact the areas over which authority is exerted

Certificates, Licenses, Registrations

- A valid Kentucky Driver's License

Other Knowledge and/or Skills

- Ability to display mature judgement, courtesy, and tact in dealing with the public, elected officials, and government employees
- Possess advanced skills in Microsoft® Word, Excel, and other computer programs for word processing, spreadsheets, and database management
- Knowledge of QuickBooks® preferable
- Knowledge of Governmental Accounting Standards Board and Generally Accepted Accounting Principles

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 type, handle papers, etc.

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 maintain confidentiality in all aspects of the position
- 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: December 13, 2022
Status Box Change:


Harry L. Berry
Hardin County Judge/Executive

Hardin County Government

Job Description

Non-Hazardous

Treasurer/Finance Director

Pay Grade 25

STATUS	
Date: December 13, 2022	Department: Finance
FLSA Status: Exempt	Reporting Authority: Judge/Executive
Supervisory Responsibility: Assistant County Treasurer, Human Resources Coordinator	

Job Summary

The purpose of this position is to supervise and manage County financial activities including the preparation of financial statements in accordance with state government requirements of generally accepted accounting principles and to keep records and make reports as prescribed by KRS 68.210, 68.020, 68.300, 68.360 and 66.480. This position is an officer bonded to receive and disburse county funds and could be liable on his/her bond if he/she does not maintain the correct records and follow the procedures as required by law. This position is a 4-year term appointed by Hardin County Fiscal Court beginning 1 July of the year the new Fiscal Court takes office. He/She will administer the following records as required by the Uniform System of Accounts for Kentucky Counties: Cash Receipts Ledger, Check Distribution Ledger, Appropriation Ledger, General Ledger, Individual account for the Funds and Grants, Investment records. He/She is responsible for depositing all county receipts daily, renewing and securing CD's, Grant investments and securing all money in the checking accounts, countersigning all checks for the county and reconciling all checking accounts on a monthly basis. He/She will make all federal and state tax deposits and work closely with the Judge/Executive to ensure all financial matters of the county are handled in a timely manner. This position will also perform any other task directed by the Judge/Executive as well as assist other employees with the completion of tasks.

Major Essential Duties

- Supervise and manage county financial activities including the preparation of financial statements in accordance with State Government requirements and the requirements of generally accepted accounting principles
- Receive and receipt all money due the county from its collecting officers or from any other person whose duty it is to pay money into the county treasury
- Disburse funds in such manner and for such purpose as may be authorized by appropriate authority of the Fiscal Court
- Invest county funds pursuant to KRS 66.480 and as duly authorized by Fiscal Court

- Institute court actions in the name of the county to collect money due from tax collectors or others indebted to the county per KRS 68.020(3).
- Maintain a record of all actions he/she is directed to institute on behalf of the county, showing their condition and the money collected as a result
- Maintain an accurate detailed account of all money received and disbursed for the county
- Keep books of accounts of the financial transactions of the county in the manner required by the uniform system of accounting prescribed by the State Local Finance Officer
- Prepare monthly financial reports for the Fiscal Court and Jailer
- Prepare a quarterly financial statement for the State Local Finance Officer
- Prepare and have published an annual financial statement
- Settle his/her accounts as County Treasurer within thirty (30) days after the close of each fiscal year, or when required by the Fiscal Court
- Make a full and complete settlement for the preceding fiscal year with the Fiscal Court or its appointed designee, per KRS

Minor Essential Duties

- Facilitate and coordinate budget preparation and presentation
- Prepare budget amendments and transfers
- Advertise all budget amendments
- Prepare required documents papers for tax rates and taxing districts
- Oversee and prepare all applications for all State and Federal Grants
- Coordinates and handles all documents of grants with outside agencies in which funds must be handled through Hardin County Treasurer's Office (EG. Hardin County Water)
- Oversee and prepare all documents for loans, leases, ADF funds and LGEA funds.
- Provide cross training to the all personnel in the Finance Department
- Attend yearly training through the Kentucky Association of County Treasurers and Finance Officers.
- Attend workshops and classes pertaining to financial accounting and other regulations which govern county policies and procedures.

Qualifications

Eligibility

- Must be a citizen of Kentucky
- Must be free of any felony convictions
- Must be at least 25 years old, or have obtained a baccalaureate level degree from a regionally accredited institution of higher education per KRS.68.010 (3)

Education and/or Experience

- Baccalaureate level degree from a college or university with an emphasis in accounting, finance, or a related field, supplemented with four years of experience in general accounting, to include accounts payable, accounts receivable, payroll, cash management, or other comparable office practices or procedures; or
- Associates' level degree from a college with an emphasis in accounting, finance or a related field supplemented by six years of experience in general accounting to include accounts payable, accounts receivable, payroll, cash management, or other comparable office practices or procedures; or
- Graduate of an accredited high school or equivalent and eight years' experience in general accounting, to include accounts payable, accounts receivable, payroll, cash management or other comparable office practices or procedures; and
- Experience supervising employees or managing office operations.

Language Skills

- Ability to read, analyze, and interpret policies, procedures, professional publications, governmental regulations, financial reports, policy and procedure manuals, and legal documents.
- Ability to respond to sensitive inquiries and complaints from regulatory agencies, business community members, and suppliers of goods and services
- Ability to write reports, business correspondence, and policy and procedure documents.
- Ability to make effective presentations on complex topics to employees, business committee members, elected officials or other member of government organizations
- Ability to display strong oral, written, and listening skills
- Ability to write speeches, articles and publications when necessary

Mathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute ratio and percent, and to draw and interpret graphs
- Ability to apply concepts of algebra and statistics as needed

Reasoning Ability

- Solves practical problems while dealing with several abstract and concrete variables

- Interprets an extensive variety of complex technical and instructional information
- Makes decisions which serve the best interest of the County and impact the areas over which authority is exerted

Certificates, Licenses, Registrations

- After appointment, the County Treasurer shall execute bond with reputable sureties, to be approved by the Fiscal Court
- A valid Kentucky Driver’s License

Other Knowledge and/or Skills

- Ability to exercise mature judgment, courtesy and tact in dealing with county employees, the public, elected officials, and government employees on the telephone or in person
- Ability to effectively use computers and standard office machines
- Ability to use the computer for all accounting procedures to include: accounts payable, accounts receivable, and cash management.
- Possess a working knowledge of standard office computer programs for recordkeeping and required correspondence.

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 type, handle papers, etc.

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 environments described in the preceding paragraphs represents those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the 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 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 maintain confidentiality in all aspects of the position
- Must be 21 years or older and comply with KRS. 68.010(3)
- Must have personal integrity and remain free of felony convictions

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: December 13, 2022
Status Box Change:


Harry L. Berry
Hardin County Judge/Executive