

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2023-136**

BE IT RESOLVED, upon recommendation of Judge/Executive Keith L. Taul, with the concurrence of the Resource and Community Support Committee, to approve revisions to the following job descriptions within the Finance Department:

1. Finance Officer – Payroll
2. Finance Officer - Accounts Payable
3. Finance Support Officer
4. Finance Officer – Accounts Receivable

ADOPTED by the Hardin County Fiscal Court in regular meeting of 27 June 2023.



Keith L. Taul
Hardin County Judge/Executive

ATTEST:



Brian D. Smith
Hardin County Clerk

Hardin County Government

Job Description

Non-Hazardous

Finance Officer - Payroll

Pay Grade 14

STATUS	
Date: June 27, 2023	Department: Finance
FLSA Status: Non-Exempt	Reporting Authority: Assistant County Treasurer
Supervisory Responsibility: None	

Job Summary

The purpose of this position is to administer payroll to all County employees.. This person must have a thorough knowledge of all aspects of payroll, health, dental, vision and life insurance, retirement benefits, personnel policies, bookkeeping and secretarial duties, as well as knowledge of how county government operates.

Major Essential Duties

- Process approved payroll deductions including: Cafeteria Plan, health, vision, dental, life, ancillary insurance benefits, and retirement
- Calculate and process payroll liens, levies, and garnishments
- Ensure proper payroll tax deductions for state, federal, and multiple municipalities
- Process and maintain tax deferred contributions to voluntary savings plans including 401(k), 457, and multiple IRAs
- Maintain and process mandatory pension with Kentucky Public Pension Authority including reporting through the START program including bi-weekly payroll contributions, sick leave purchases, KPPA health insurance, and pension spiking invoices
- Complete KPPA forms including not limited to beneficiary, employee verification, pension spiking verification, notice of retirement, retirement purchase forms
- Function as a liaison between departments and IT with issues pertaining to TimeClock Plus
- Keep payroll information updated
- Assist county employees as needed with payroll information
- Ensure timely processing of all staff payroll in accordance with labor regulations and standard accounting principles.
- Create supporting reports to document payroll for Fiscal Court approval
- Distribute payroll, tax, deduction and garnishment checks
- Monitor and verify vacation and sick accrual amounts

- Double check payroll paperwork from all departments and make corrections as well as notify appropriate parties
- Reconcile and process W-2 information for all county employees
- Maintain files on all payroll deductions and garnishments, Maintain retirement records for all county employees
- Maintain health, dental, vision and life insurance records for all county employees
- Assist with annual budget pertaining to payroll and benefits

Minor Essential Duties

- Attend workshops and classes on payroll, taxes, personnel policies, insurance, workers' compensation and other regulations that govern county policies and procedures.
- Collect data from all department supervisors to complete surveys, reports, etc. for payroll and related inquiries
- Assist workers' compensation insurance records and first report of injury forms
- Assist with FMLA (Family Medical Leave Act) paperwork

Qualifications

Education and/or Experience .

- Graduate of an accredited college or university with an Associate's degree in office technologies, business practices, office administration, etc. with two years' experience in appropriate fields; or
- Graduate of an accredited high school or equivalent with four years' experience in office administration, business practices; college credits in appropriate fields preferred
- 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

- A Valid Kentucky Driver's License

Other Knowledge and/or Skills

- Ability to operate standard office machines
- Display mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees
- Ability to use the computer for payroll, records and correspondence, and a working knowledge of standard office computer programs
- 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: June 27, 2023
Status Box Change:



Keith L. Taul
Hardin County Judge/Executive

Hardin County Government

Job Description

Non-Hazardous

Finance Officer - Accounts Payable

Pay Grade 12

STATUS	
Date: June 27, 2023	Department: Finance
FLSA Status: Non-Exempt	Reporting Authority: Assistant County Treasurer
Supervisory Responsibility: None	

Job Summary

The purpose of this position is to input, maintain, and account for payables processed through the Finance Department. Assists other employees with the completion of tasks and countersigns checks. The person holding this position must have a thorough knowledge of all aspects of accounts payables, bookkeeping and administrative duties, as well as a basic knowledge of how county government operates.

Major Essential Duties

- Compile monthly bills from all county departments and other special purpose government entities
- Maintain vendor accounts while staying in compliance with policies and procedures
- Process outgoing payments in compliance with financial policies and procedures
- Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements
- Maintain files and spreadsheets on all construction and grant projects
- Review all departments' paperwork, make corrections as needed and notify appropriate parties of corrections
- Generate claims reports, utilities reports and recurring expense reports for Fiscal Court approval
- After claims approval, process and disperse checks
- File and maintain files for paid claims
- Administer requests for proposal and bidding processes for goods and services purchased by the county.
- Monitor expenditures to ensure all accounts are staying within budget allocation and assist in preparing budget transfers, cash transfers, interfund cash transfers and amendments as needed
- Create and file all 1099 NEC and 1099 MISC documents and file with IRS

Minor Essential Duties

- Assist with property, vehicle, and equipment inventories for all county departments
- Maintain property, casualty, & auto insurance records
- Provide claim information to auditors during audits
- Process vehicle registrations and transfers with the County Clerk for county owned vehicles
- Compile year-end reports and grant information as needed
- Attend workshop and classes on preparation of W-9's and 1099's, insurance, budget and other regulations that govern county policies and procedures

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent; college credits in appropriate fields preferred.
- Must possess a thorough knowledge of computers, calculators, typewriters, as well as other office equipment, accounts payable, posting ledgers and office procedures and practices.

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 and exercise mature judgment, courtesy and tact in dealing with county employees and public on the telephone or in person
- Must be skilled in the effective use of computers and standard office machines
- Thorough knowledge of accounts payable procedures, bookkeeping, office practices and procedures is required
- Must possess the ability to manage time wisely and prioritize in a high output office environment
- 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 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: June 27, 2023
Status Box Change:



Keith L. Taul
Hardin County Judge/Executive

Hardin County Government

Job Description

Non-Hazardous

Finance Support Officer

Pay Grade 10

STATUS	
Date: June 27, 2023	Department: Finance
FLSA Status: Non-Exempt	Reporting Authority: Assistant County Treasurer
Supervisory Responsibility: None	

Job Summary

The purpose of this position is to perform accounting and clerical work in the office of the Finance Department under the reporting authority. 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.

Major Essential Duties

- Maintain the monthly Distribution Report including posting all expenditures and reconciling with general ledgers, appropriation reports and trial balance reports
- Assist with bi-weekly payroll, reconciling timesheets, payroll deductions and payroll appropriations
- Assist with monthly bank reconciliation including deposit verification
- Support finance staff in balancing and maintaining financial spreadsheets
- Receive and verify deposits daily, create copies and distribute to proper finance staff to ensure proper segregation of duties
- Create correspondence, envelopes, files, folders, labels, etc. as directed by supervisor for annually rotated files
- Update County website as needed for the finance department
- Verify policy change sheet and asset listings
- Verify payables information and input vendor code on incoming invoices
- Match vouchers to invoices and file
- Process daily outgoing mail
- Order, receive and manage inventory of office supplies
- Receive visitors into the department, answer telephone calls, provide information to callers & visitors or direct to the appropriate office
- Act as Finance Office records custodian in compliance with Kentucky Department of Libraries and Archives

Minor Essential Duties

- Operate standard office machines and fulfill necessary office errands
- 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 files
- Maintain county inventory records
- Organize and maintain office files

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

- A valid Kentucky Driver's License

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 represent 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: June 27, 2023
Status Box Change:


Keith L. Taul
Hardin County Judge/Executive

Hardin County Government

Job Description

Non-Hazardous

Finance Officer – Accounts Receivable

Pay Grade 10

STATUS	
Date: June 27, 2023	Department: Finance
FLSA Status: Non-Exempt	Reporting Authority: Assistant County Treasurer
Supervisory Responsibility: None	

Job Summary

The purpose of this position is to perform daily cash management duties, including the recording of bank deposits, updating and distribution of cash receipts, account reconciliation, timekeeping and payroll support. The person holding this position must have strong mathematical skills, a thorough knowledge of bookkeeping principles, time management and detail orientation, and develop a thorough knowledge of county government operations. The incumbent will perform all tasks directed by the reporting authority.

Major Essential Duties

- Support the Finance Department in optimizing financial transactions and systems by performing reconciliation of payments and revenue accounts
- Record all receipts into bookkeeping software to ensure auditor's internal controls are met
- Assist in streamlining the accounts receivable process by identifying areas for performance improvement
- Gather and verify invoices for appropriate documentation prior to receipting payment
- Pull daily ACH reporting and process interfund bank transfers
- Process bi-weekly payroll timekeeping for assigned departments
- Create export files for bi-weekly payroll from timekeeping software
- Assist end of month bank reconciliation procedures to include creating reconciliation worksheets and pulling bank statement documents
- Assist with processing health, dental, vision and life insurance programs covering employees and dependents, monthly billings, employee changes and rate changes
- Prepare monthly reconciliation of invoices for employee benefits and deductions
- Provide continuous quality control for step and grade finalized pay plan
- Verify employee new hire, change of status and termination information to include, pay rates, direct deposit, account numbers, etc.
- Maintain receivables documentation in compliance with the Kentucky Department of Libraries and Archives

Minor Essential Duties

- Assist in the W2 process
- Create new hire files and orientation packets
- Assist in monthly 1094 reporting
- Create monthly drug free workplace reporting for Safety Coordinator

Qualifications

Education and/or Experience

- Graduate of an accredited college or university with an Associate's degree in office technologies, business practices, office administration, etc. with two years' experience in appropriate fields; or,
- Graduate of an accredited high school or equivalent with four years' experience in office administration, business practices; college credits in appropriate fields preferred.
- Must have experience in office procedures and practices or willingness to learn said practices.
- Must possess advanced skills in Microsoft Word, Excel and other computer programs for word processing, spreadsheets and database management.
- 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.
- Ability to speak before department sized groups.

Mathematical Skills

- 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 Required

Other Knowledge and/or Skills

- Operate standard office machines.
- Exercise mature judgment, courtesy, and tact in dealing with county employees on the telephone or in person.

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 handle, feel or type

Occasionally (under 1/3)

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

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 low to 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 at least 18 years of age
- 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.

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