

VERSAILLES-WOODFORD COUNTY PARKS AND RECREATION DEPARTMENT
CLASS SPECIFICATION

Class Title: Accounting & Human Resource Coordinator

Department: Parks and Recreation

Supervisor: Executive Director of Parks and Recreation

Supervises: None

Class Characteristics: Under the general direction of the Director of Parks and Recreation; responsible for all fiscal matters related to the Parks and Recreation Department; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Responsible for processing payroll for the Department and for maintaining payroll information in the payroll system.
2. Prepares and forwards all payroll related reports, taxes, and liabilities.
3. Maintains employee records, including time-off with pay accruals and usage.
4. Assists with establishing procedures for handling accounts receivable within the Department.
5. Assists with issuing and recording purchase orders and receipts.
6. Responsible for accounts receivable and accounts payable; makes daily bank deposits and maintains accurate records of daily receipts.
7. Responsible for monthly bank reconciliation and credit card reconciliation.
8. Responsible for reporting employee hours and withholdings to the Kentucky Retirement Systems monthly.
9. Responsible for the monthly bank drafts and credit card billing for members.
10. Prepares statements and reports pertaining to income and expenditures as required or requested.
11. Responsible for monthly, quarterly, and annual tax reporting and payments including processing employee W-2s and sales tax.
12. Assist with any employee disciplinary issues from a Human Resources perspective.
13. Responsible for updating and maintaining Employee Handbooks.
14. Any other duties deemed necessary by the Director.

Non-Essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Bachelor's Degree or Associates Degree from an accredited college or university in accounting supplemented by two years related work experience; additional related work experience may be substituted for education requirements on a year-for-year basis up to a maximum of four years.

Special Knowledge, Skills and Abilities:

Knowledge

1. Thorough knowledge of accounting theory, principles and practices
2. Thorough knowledge of federal and state laws and administrative regulations relating to accounts receivable and accounts payable...
3. Thorough knowledge of payroll requirements.
4. Thorough knowledge of arithmetic, business, English, spelling and grammar.
5. Thorough knowledge of office terminology, procedures and equipment.
6. Thorough knowledge of computers, and skill in the use of computer keyboard, typewriter, calculator, and other office equipment.

Abilities:

1. Ability to make mathematical computations with speed and accuracy by hand or machine.
2. Ability to prepare and maintain accurate financial records and reports.
3. Ability to complete job tasks within established time periods.
4. Ability to firmly but tactfully and courteously deal with the public in difficult situations.
5. Ability to establish and maintain effective working relationships with officers and employees, and the general public.
6. Mental alertness and attention to detail and accuracy.

ADDITIONAL INFORMATION

Instructions: Instructions are somewhat general; many aspects of work covered specifically, but must use own judgment some of the time.

Processes: Must occasionally consider different courses of action, or deviate from standard procedures, to get the job done.

Review of Work: Completed work may be spot-checked.

Analytical Requirements: Problems require analysis based on precedent.

Tools, Equipment and Vehicles Used: General office equipment (computer, calculator, telephone, copier, etc.

Physical Requirements of the Job: Work is typically performed indoors sitting at a desk or table; must lift light objects (less than 25 pounds).

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information is a requirement of the job.

Mental Effort: Heavy.

Interruptions: Frequent.

Special Licensing Requirements: None.

Availability: Must be able to attend meetings during evening hours and on weekends.

Certification Requirements: None.

Additional Requirements: Must be bonded.

Overtime Provisions: Exempt.