



JESSAMINE COUNTY FISCAL COURT

Position Title: Asst County Treasurer

Reports to: County Treasurer

Supervises: None

Job Grade: G7

FLSA Class: Non-Exempt

Daily Schedule: 8 hours

Schedule Class: Non-Essential

Job Summary:

Responsible for monitoring various financial transactions, assisting with budgets, preparing financial reports and management of the procurement process. Approves all purchases.

Strong knowledge of financial and accounting procedures. Knowledge of government accounting practices and regulations is preferred.

Duties/Responsibilities:

- Supervises the procurement process.
- Maintains budget and all accounting records in software.
- Audits all accounts payable.
- Audits all accounts receivable.
- Manages the State and Federal Grants for reimbursements.
- Reconcile all bank accounts excluding Payroll Account
- Calculate and remit KY Sales Tax for Fiscal Court
- Prepares budget transfers and cash transfers.
- Assist Auditors during annual audits.
- Deposits all checks through the remote deposit terminal.
- Invoicing for the county
- Processes all receipts in the finance software system.
- Additional Duties as required.

Knowledge/Skills:

Individual must be proficient in all aspects of accounting practices and procurement processes.

Working knowledge of state and federal grants are considered a plus. Proficiency in financial software and Microsoft Office Suite. (Working knowledge of FiscalSoft financial software a plus.) A background in and/or knowledge of local government accounting operations is preferred.

This position requires strong analytical and numerical skills. Ability to manage all financial transactions and oversee procurement processes. Must have strong communication and interpersonal skills. High attention to detail and excellent time management abilities are required.

Education and Experience:

Bachelor's Degree in Accounting, Finance, Business Administration, or other related field.

Physical Requirements:

Light-Work/Light-Duty: Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects. Worker spends most of their time seated.