

## Franklin County Position Description

**Position Title:** Bookkeeper

**Department:** Treasurer

**Reports to:** County Administrator/Treasurer

**FLSA Status:** Non-Exempt

**Effective Date:** 01/12/2024

### **Job Summary:**

This position is responsible for performing finance-related tasks including financial reporting, payroll, accounts receivable and payable, and other related tasks while working as a team in the Commissioner's office. Work is performed under the general supervision of the County Administrator and Treasurer and will be reviewed through observation, and verification through fiscal audit.

### **Essential Job Functions:**

- *Assists the County Administrator in the preparation of the annual county budget(s) for all departments.*
- *Receive money, scan checks, and make deposits daily.*
- *Assist with answering the telephone, greeting customers, and answering questions related to finance.*
- *File documents as requested.*
- *Performs clerical and administrative tasks including drafting letters, memos, invoices, reports, and other documents that are finance-related for senior staff.*
- *Monitors investments of county funds; prepares and manages cash flow analysis as required; contacts local banks for interest rates or bids, and provides the information to the County Administrator and Treasurer; and tracks interest earned on accounts.*
- *Assist with the preparation and distribution of monthly and annual financial reports and additional information regarding the financial status of the county as may be requested by the Department Heads, County Commissioners, Treasurer, or auditors.*
- *Collaborate with the auditor(s)/CPA firm to prepare for pre-audit session and annual audit; assist with the review of the draft audit report for accuracy; make adjusting entries as recommended by the auditor and approved by the Treasurer.*
- *Review accounts payable invoices, enter into the AP program, create cover sheet(s)/voucher(s) and review submitted vouchers from Department Heads; prepare necessary warrants and print checks.*
- *Process 457 retirement report and payment bi-weekly.*

- *Respond to finance-related FOAA requests.*
- *Process payroll, prepare warrant spreadsheet, and upload reports to accounting software.*
- *Mail W-2's annually and other financial documents when necessary.*
- *Process retirement reports and payments.*
- *Forecasts county revenues to assist the County Administrator in monitoring and developing the county budgets.*
- *Monitors expenditures and control of credit card and purchase order requests.*
- *Prepare and send annual 1095-C forms.*
- *Grant monitoring: Reporting of grant related expenses, and ensures compliance with grant requirements.*
- *Assist with the financial administration of the Franklin County Tax Increment Financing grant.*
- *Responsible for entering Detention Center budget in Department of Corrections; Reporting of Actuals System (CRAS), inputting of monthly expenses and revenues and annual projections.*
- *Communication with CPA and work closely on investment requisitions.*
- *Other duties as assigned.*

**Required Knowledge/Skills/Abilities:**

- *Knowledge of Microsoft Office including Outlook, Teams, Excel, and Word*
- *Strong communication skills, both oral and written*
- *Excellent organizational skills and attention to detail*
- *Possess strong problem-solving skills and ability to work independently.*
- *Ability to maintain confidential and meticulous records.*
- *Ability to learn new software systems and adapt to changing environments.*
- *Operate general office equipment.*

**Education and Experience:**

- *Minimum of associate degree in accounting or similar study; or three years of experience in fund accounting. Bachelor's degree preferred.*
- *Minimum of two years working in an office setting.*
- *FOAA training is required upon hire. (Freedom of Access Act)*

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0-24	25-49	50-74	75-100
<i>Seeing: Must be able to read computer screens and reports.</i>				<b>x</b>
<i>Hearing: Must be able to hear well enough to receive calls and radio communication.</i>			<b>x</b>	
<i>Standing/Walking: Must be able to move about the department.</i>	<b>x</b>			
<i>Fingering/Grasping/Feeling: Must be able to type and use technical sources.</i>				<b>x</b>
<i>Lifting/Pulling/Pushing: Must be able to lift up to 25 pounds.</i>	<b>x</b>			
<i>Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up paper products or directories.</i>	<b>x</b>			
<p><i>Working Conditions: Normal working conditions absent extreme factors.</i></p> <p><i>Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.</i></p>				

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

***This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.***

***Approval Signatures:***

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Commissioner Brann

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Commissioner Harvell

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Commissioner Carlton