



**KRIS A. KNOCHELMANN**  
County Judge/Executive  
859.392.1415

**OFFICE OF THE COUNTY JUDGE/EXECUTIVE**

303 Court Street, Suite 205  
Covington, KY 41012-0792

**JOE SHRIVER**  
County Administrator  
859.392.1415

## MEMORANDUM

### PLEASE POST IMMEDIATELY INTERNAL & EXTERNAL POSTING

**DT:** 3/8/17

**TO:** All Department Managers

**FR:** Joe Shriver   
County Administrator

**RE:** Extended: Vacancy in the Treasury Department

There is an opening for an Accountant/Grants Administrator in the Treasury Department. The essential functions of the position are attached. The starting annual compensation is \$49,611.12. The position is full-time and receives the County's benefit package. *Anyone wishing to apply for this position needs to contact the Human Resource Office by application and resume by 4:00pm Thursday, March 23, 2017.*

**Kenton County  
Treasurer's Office**

**Compensation: Hourly  
Exemption Status: Non-Exempt  
Exemption Type: N/A**

## **ACCOUNTANT / GRANTS ADMINISTRATOR**

### **GENERAL NATURE OF WORK**

This is a responsible administrative and technical working position in accounting for county funds and administration of external grants through various bookkeeping, accounting, and reporting functions. An employee in this class assists with a variety of financial accounting functions including funding receipt analysis, accounts receivable, accounts payable, payroll, audits, bank reconciliations, as well as plans and coordinates the activities related to grant funding. Develops and maintains information about current funding sources and identifies and researches potential new sources. Prepares reports of funded projects as required by funding sources, grants or loans, in a timely and appropriate manner. Works under limited supervision and performs additional duties as required including special projects.

### **EXAMPLES OF DUTIES**

Maintains accurate and detailed account information.

Receives and gives receipts for all money due the county from county collection officers.

Makes all deposits of revenues for all county collecting officers and files deposit tickets

Assists in the performance of various budgeting tasks, including revenue estimates, clarification of departmental requests

Responsible for balancing the books on the first day of each month and in preparing a monthly financial statement listing checks paid and showing all cash receipts and beginning and ending cash balances.

Reconciles all bank accounts

Assists in the submission of monthly reports to the fiscal court; submits quarterly reports for administering unit budget.

Coordinates and assists departments in preparation of requests for proposals and contracts relative to grants, in compliance with applicable federal, state, and local laws and regulations

Research and identify, apply for, administer, coordinate and monitor federal, state, local,

## Staff Accountant

and private grants or loans in accordance with applicable standards, regulations and guidelines.

Provide timely advice and information of funding opportunities, requirements and procedures; collaborate in defining and implementing project funding strategies.

Coordinate the auditing, monitoring and scheduling of grant reports of various departments. Maintain accounts of all grant funds.

Develop and monitor accurate budget information pertaining to grant projects.

Serve as liaison between the County and outside funding agencies and groups; provide assistance in resolving issues and conflicts with funding agencies; participate in meetings and discussion in which decisions affecting County projects are made.

Performs other duties as necessary and as assigned

### **DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES**

Demonstrated leadership ability; willingness to make timely and appropriate decisions; willingness to accept the responsibility for successes and failures; ability to delegate authority and still control the operation; ability to work with others.

Good financial skills; ability to handle and analyze data and accurately present budgets, results, statistics, etc.

Basic computer skills; ability to access programs on a PC and to perform word processing and spread sheets with some degree of proficiency

Outward going personality; ability to deal with diverse individuals and groups effectively; ability to establish and maintain rapport with peers and superiors

Good verbal skills; ability to communicate effectively with individuals and both small and large groups of people; ability to provide clear, easily understood directions.

Ability to write effectively; prepare clear and concise reports, proposals and applications which accurately portray the intent of the subject matter

Ability to read and comprehend written reports, training materials, etc. and to communicate this information to others; ability to train people that may have varying degrees of education and previous training

Ability to work effectively on a daily basis with limited supervision

### **DESIRABLE TRAINING AND EXPERIENCE**

Staff Accountant

Graduate of a four year college or university with a degree in accounting or finance, or a related field, supplemented by progressively responsible experience in local government accounting; or any combination of training and experience which provides the desired knowledge, skills and abilities. Experience in municipal grant writing is preferred.

**NECESSARY SPECIAL REQUIREMENTS**

Proficient in Microsoft Excel and knowledge of QuickBooks is preferred.

Possession of or ability to obtain promptly, a motor vehicle operator's license for type of equipment operated.

Must be bondable

**PHYSICAL REQUIREMENTS**

Must be able to lift forty (40) pounds or more to a height of four (4) feet or more

Must be able to sit or stand for extended periods of time.

Eye sight must be correctable to 20/20 vision.

Hearing must be within normal acceptable range of 20-25 with or without a hearing aid.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**The above Job Description is intended to describe the general content of, and the requirements for, the performance of this job, including the essential functions. The description is not to be construed as an exhaustive, all inclusive statement of job duties, requirements, or responsibilities.**

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date