



**KRIS A. KNOCHELMANN**  
County Judge/Executive  
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**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: 9/8/17**

**TO: All Department Managers**

**FR: Joe Shriver**   
**County Administrator**

**RE: Vacancy in the Treasury Department**

There is an opening for a full-time Assistant Treasurer / Finance Officer in the County Treasury Department. The essential functions of the position are attached. Starting annual compensation is \$60,524.67. **Anyone wishing to apply for this position needs to contact the Human Resource Office by application and resume by 4:00 P.M. on Monday, September 25, 2017.**

**Kenton County  
Treasurer's Office**

**Compensation: Salaried  
Exemption Status: Exempt  
Exemption Type: Administrative Exemption**

## **ASSISTANT TREASURER / FINANCE OFFICER**

### **GENERAL NATURE OF WORK**

This is a responsible administrative position to plan, coordinate, and supervise the daily operations of the County accounting unit such as Accounts Payable, Accounts Receivable, Grants, Payroll, Purchasing and others to accurately fulfill functions in a timely and professional manner in compliance with state and county rules and regulations. An employee of this class assists in the accountability for all funds received and disbursed for all County accounts. This individual will be responsible for hands-on functions related to everyday operations.

### **EXAMPLES OF DUTIES**

Plans, coordinates, schedules, supervises and evaluates the work of employees engaged in unit activities.

Maintains accurate and detailed county books of account.

Prepare a variety of accounting and other reports and maintain a variety of complex records; assess requirements for reports and assign sections for preparation to staff.

Assure internal controls are established, maintained, and documented in compliance with organization objectives.

Assists in the performance of various budgeting tasks, including revenue estimates, clarification of departmental requests, preparation of budget worksheets for fiscal court, scheduling of public hearings, and publication of legal notices including the approved budget.

Assists in the balancing of 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.

Coordinate activities with other County departments; participate in management meetings to discuss County wide issues.

Coordinate all external audits with State Auditor's Office, grant providers and outside CPA firms.

## Finance Officer

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

Meet periodically with staff to resolve issues, communicate new developments, and to assure operating objectives are understood and accomplished.

Represents County Treasurer, as necessary.

Other related duties 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.

Ability to supervise people effectively and productively; ability to deal fairly with subordinates, peers and superiors.

Outward going personality; ability to deal with diverse individuals and groups effectively; ability to establish and maintain rapport with peers, subordinates 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 which accurately portrays 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.

Good skills with numbers; 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.

Ability to work effectively on a daily basis with limited supervision.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduate of a four year college or university (masters preferred) with a degree in accounting, public administration, business administration, 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.

**NECESSARY SPECIAL REQUIREMENTS**

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