

# TALLADEGA COUNTY COMMISSION



**POSITION:** Bookkeeper  
**DEPARTMENT:** Revenue  
**ENTRY LEVEL:** H/ 1  
**FLSA:** Non- Exempt

**OVERVIEW:** Under the general supervision of the Revenue Commissioner, this position is responsible for maintaining accounts payable, receivables, cash, and other duties and responsibilities as assigned.

## **ESSENTIAL DUTIES:**

Under the direction of the Revenue Accountant, performs the following duties:

- Balances various reports to ledger, including sales tax, ad valorem, motor vehicle tags and other licenses, prepares reports and processes checks as necessary
- Daily reconciliations as assigned
- Prepares and maintains accounting records, cash books and journals
- Maintains detailed records of funds distributed
- Reconciles, processes and posts bank deposits and ensures security of funds
- Keeps and makes change for Customer Service Representatives
- Records and processes all returned checks
- Posts and balances general and subsidiary accounts
- Audits, computes and records financial transactions through utilization of appropriate accounting techniques
- Interprets and applies guidelines in accordance with prescribed governmental procedures and guidelines
- Provides information and assistance to Customer Service Representative's in properly handling and accounting for cash, checks, etc.
- Answers the telephone and responds to citizens' questions and comments in a courteous and timely manner, routes calls to the proper person, takes telephone messages and ensures they are given to the proper person, communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities
- Other duties as assigned from time to time

## **MINIMUM QUALIFICATIONS:**

- High school diploma or graduate equivalency diploma
- Associates degree or college-level courses in business and accounting.
- Two years of heavy bookkeeping/accounting experience is desired, preferably involving the reconciliation of multiple cashiers, accounts, and locations.
- Or an equivalent combination of experience and training

## **MINIMUM SKILLS AND ABILITIES:**

Must have the following:

- Thorough knowledge of bookkeeping and accounting practices and procedures
- Knowledge of modern office procedures, practices and equipment
- Basic knowledge of the function of services within the public sector, preferably within a County structure
- Knowledge in proper controls for handling and accounting for money

- The ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks
- The ability to handle confidential information with tact and discretion
- The ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language
- The ability to understand and follow oral and/or written policies, procedures and instruction
- The ability to prepare and present accurate and reliable reports containing findings and recommendations
- The ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines
- The ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology; must have integrity, ingenuity and inventiveness in the performance of assigned tasks

#### **SUPERVISORY CONTROLS:**

- This position has no supervisory duties.
- This position receives direction from the Revenue Accountant which establishes objectives, priorities and deadlines. May also receive direction from the Revenue Commissioner and Deputy Revenue Commissioners
- This position receives general supervision from the Revenue Commissioner

#### **WORK ENVIRONMENT:**

- This work is performed in a typical office environment with employee sitting at a desk for extended periods of time with intermittent standing and walking

#### **ESSENTIAL PHYSICAL ABILITIES:**

Must have the following physical abilities with or without reasonable accommodation:

- Work is typically performed with employee sitting at a desk with intermittent standing and walking
- Employee must occasionally lift light objects
- Sufficient clarity of speech, hearing, vision, manual dexterity, personal mobility and physical reflexes
- Ability to sit at a desk with intermittent standing and walking.
- Must be able to lift up to 15 pounds

#### **JOB DESCRIPTION ACKNOWLEDGEMENT**

I have received, reviewed and fully understand the job description for **BOOKKEEPER**. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

# Application for Employment



Talladega Co Commission  
P.O. Box 6170 • Talladega, Alabama 35161

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Talladega County Commission is an Equal Opportunity Employer.

PLEASE PRINT LEGIBLY

Position Applied For:	Date of Application:
How Did You Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk-in <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other: _____	

Last Name	First Name	Middle Name
Street Address		
City	State	Zip Code
Telephone Number (s)	Social Security Number	

If you are under 18 years of age, can you provide required proof of your eligibility to work?    ☐ Yes    ☐ No

Are you currently employed?    ☐ Yes    ☐ No

May we contact your present employer?    ☐ Yes    ☐ No

Have you ever filed an application with us before?    ☐ Yes - Give Date: \_\_\_\_\_    ☐ No

Have you ever been employed with us before?    ☐ Yes - Give Date: \_\_\_\_\_    ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of citizenship or Immigration status will be required upon employment)    ☐ Yes    ☐ No

Are you available to work:    ☐ Full Time    ☐ Part Time    ☐ Shift Work    ☐ Temporary

Can you travel if a job requires it?    ☐ Yes    ☐ No

Have you been convicted of a felony within the last 7 years?    ☐ Yes    ☐ No

Are you able to perform the Essential Functions of the position for the position which you have applied, with or without reasonable accommodation?    ☐ Yes    ☐ No

Date you would be available for work    \_\_\_\_/\_\_\_\_/\_\_\_\_

# Education

Circle last grade completed – Grade    1   2   3   4   5   6   7   8   9   10   11   12   College   1   2   3   4

	Name & Address of School	Course of Study	Years Completed	Did You Graduate?	GED, Diploma or Degree
Elementary School					
High School Attended					
College or Secondary					
Other (Specify)					

Describe any specialized training, apprenticeship, skills and extra-curricular activities.


# Additional Information

Other Qualifications – Summarize special job-related skills and qualifications required from employment or other experience.


# Employment Experience (List your present and former employers beginning with the most recent.)

Employer		Dates Employed From      To		Work Performed
Address				
Telephone Number (s)		Hourly Rate/Salary Starting      Final		
Job Title	Supervisor			
Reason for Leaving				

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Job Title	Supervisor			
Reason for Leaving				

## References

Name	Address	Phone Number
1.		
2.		
3.		

## Applicant's Statement

<p>I certify that answers given herein are true and complete to the best of my knowledge.</p> <p>I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.</p> <p>This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.</p> <p>In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in immediate discharge. I understand also, that I am required to abide by all rules and regulations of the employer.</p>	
<b>Signature of Applicant:</b>	<b>Date:</b>

Human Resources Department Use Only

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