

# TALLADEGA COUNTY COMMISSION



**DEPARTMENT:** Commission  
**POSITION:** Accountant II (with designation)  
     — Accounts Payable  
     — Receivables and Cash  
     — General  
**ENTRY LEVEL:** L 1 (\$17.66 per hour)

**FLSA Classification: Non-Exempt**

**OVERVIEW:** Under the general supervision of the Accounting Manager or Finance Director/CFO, these positions are responsible for accounts payable, receivables, cash, fixed assets, or other designated duties and responsibilities. All Accountant IIs will be cross-trained to assist Accountant II's with other designations.

## **ESSENTIAL DUTIES:**

### **ACCOUNTS PAYABLE**

- Oversees accounts payable function for all funding sources.
- Maintains an accounts payable system in accordance with applicable laws, regulations and Generally Accepted Accounting Principles.
- Sorts and matches all invoices, check requests, and supporting documentation for payment.
- Ensures that vendors are paid on a timely basis in agreement with terms of invoices, contracts, pricing discounts, price quotes, and federal, state, and private grants.
- Comparing supporting documents with invoices and check requests, reviews for completeness and accuracy, resolving any discrepancies with vendors, departments, purchase orders, etc.
- Verifies the accuracy of input batches.
- Maintains accurate vendor files to include 1099 information.
- Assists with year-end closing as it relates to open purchase orders and outstanding invoices.
- Takes incoming vendor calls and resolves any discrepancies between outstanding balances and remittance amounts.
- Prepares detailed report of accounts payable for approval by County Commission.
- Maintains vendor and payables files.
- As directed, assists with annual budget and annual audit.
- Performs other related duties as assigned.
- Other duties and responsibilities as may be assigned, including assisting other Accountant II's.

### **RECEIVABLES AND CASH**

- Gathers, posts, verifies, balances, and adjusts accounts, including details, on financial records.
- Records cash receipts into the general ledger.
- Prepares and sends invoices to various entities and maintains accounts receivable sub-ledger.
- Prepares a variety of financial and statistical statements and reports requiring arithmetical calculations.
- Prepares and maintains special ledgers at the direction of the Finance Director.
- Prepares routine and non-routine journal entries at the direction of the Finance Director.
- Prepares reports for external agencies.
- As directed, assists with annual budget and annual audit.
- Other duties and responsibilities as may be assigned, including assisting other Accountant II's.

### **GENERAL ACCOUNTING**

- Performs monthly reconciliations of all county bank accounts.
- Records funds received for accounts receivables in the accounting records.
- Scans invoices and other documents, as applicable, and attaches to appropriate record in accounting software.
- Records acquisition and disposal of fixed assets.
- Maintains fixed asset accounting and records depreciation expense annually.
- Ensures that W-9's are on file for all County vendors and maintains file of current documents.
- Prepares of and reporting for 1099's annually.
- Reviews parts/supplies and fixed assets inventories in accordance with County's schedule.
- As applicable, maintains and prepares reports, documents, and files for state and federal grants.
- Prepares and maintains special ledgers at the direction of the Finance Director.
- Prepares routine and non-routine journal entries at the direction of the Finance Director.
- Prepares reports for external agencies.
- Other duties and responsibilities as may be assigned, including assisting other Accountant II's.

### **EDUCATION AND EXPERIENCE:**

- High school diploma or GED, and some college-level accounting courses.
- Five (5) years' experience with accounts payable, accounts receivable, or general accounting.
- Valid driver's license issued by the State of Alabama

### **MINIMUM SKILLS AND ABILITIES:**

Must be able to do the following:

- Effective oral and written communications skills.
- Math skills to perform basic accounting and bookkeeping operations.
- Skilled in verifying and matching information on invoices, purchase orders, receiving documents, or other financial and resolving any discrepancies with vendors or County departments.
- Ability to work efficiently with the County's accounting software.
- Skill in reading and understanding oral and written instructions, manuals and correspondence.
- Ability to operate office machines such as calculator, computer, and copy machine.
- Basic knowledge of bookkeeping and accounting procedures and principles.
- Knowledge of general office procedures.
- Knowledge of departmental policies and procedures and ability to apply them to work problems.
- Ability to work independently with little supervision.

### **SUPERVISORY CONTROLS:**

- This position has no supervisory duties
- This position receives supervision from the Finance Director which establishes objectives, priorities and deadlines. May also receive direction from the County Administrator.

### **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.

**REQUIRED PHYSICAL ABILITIES:**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
- Ability to sit at a desk with intermittent standing and walking.
- Must be able to lift up to 15 pounds.

**ADA COMPLIANCE:**

Talladega County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**HIPPA COMPLIANCE:**

The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

**DRUG AND ALCOHOL COMPLIANCE:**

In accordance of Talladega County's Substance Abuse Policy of 2012, as amended, all job applicants offered employment in safety-sensitive positions will undergo testing for the presences of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

**LIMITATIONS AND DISCLAIMER:**

The above job description reflects management's assignment of essential functions; it does not proscribe or restrict tasks assigned and is meant to describe the general nature and level of work being performed. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. Management has a right to assign or redefine duties and responsibilities to this job at any time. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**JOB DESCRIPTION ACKNOWLEDGEMENT**

I have received, reviewed and fully understand the job description for **ACCOUNTANT II** (with Designation). 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 Signature \_\_\_\_\_ Date \_\_\_\_\_

# Application for Employment



Talladega County 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:
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How Did You Learn About Us?		
Advertisement	Friend	Walk-in
Employment Agency	Relative	Other: _____

Last Name	First Name	Middle Name

Street Address	City	State	Zip Code

Home Telephone	Alternate Telephone	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 . . . . . \_\_\_\_\_  
Date (mm/dd/yyyy)

# Education

Select last grade completed

if applicable, college level completed

Type of School	Name & Address of School	Course of Study	Years Completed	Did You Graduate?	GED, Diploma or Degree
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
Address			
Telephone	Supervisor	Hourly Rate/Salary	
		Start	Final
Job Title	Reason for Leaving		
Duties and Responsibilities:			

Employer		Dates Employed	
		From	To
Address			
Telephone	Supervisor	Hourly Rate/Salary	
		Start	Final
Job Title	Reason for Leaving		
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Employer		Dates Employed	
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Address			
Telephone	Supervisor	Hourly Rate/Salary	
		Start	Final
Job Title	Reason for Leaving		
Duties and Responsibilities:			

# References

Name	Address	Phone Number
1.		
2.		
3.		

# Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

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.

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.

**Electronic Signature Agreement:** *By typing your name on the "Signature of Applicant" line below, you are signing this application electronically. You agree your electronic signature is the legal equivalent of your manual signature as if you actually signed it in writing.*

<b>Signature of Applicant:</b>	<b>Date:</b>
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# Human Resources Department Use Only

Is applicant qualified for position in which applied?	Yes	No
Arrange Interview?	Yes	No
Notes:		