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COUNTY, TENNESSEE
CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: CHANCERY COURT ACCOUNTANT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform accounting/bookkeeping work associated with processing of accounts payables, payroll and accounts receivables within Chancery Court. Duties and responsibilities include assisting with budget development and administration, preparing and maintaining employee payroll, maintaining financial books/records, processing accounts payable documentation, researching discrepancies, processing/balancing accounts receivables, preparing bank deposits, reconciling financial accounts, generating reports, processing documentation, and maintaining records. Reports to Clerk and Master.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Serves as a deputized officer of the Chancery Court; upholds the local rules of the court, the statutes of the State of Tennessee, and the Constitution of the United States.

Performs daily, monthly, and yearly accounting functions for the General, Child Support, and Tax funds; prints balance reports, balances cash drawers, balances cash journals, and prepares bank deposits.

Performs duties related to investment activity; sends bid sheets for interest rates; maintains savings, money market, and certificate of deposit accounts.

Performs duties related to Conservatorships; reviews revenue and expense activity, bank statements, and investment statements.

Performs a variety of general accounting/bookkeeping functions, such as preparing journal entries, balancing accounts, researching financial discrepancies, correcting data errors, posting financial data, or maintaining financial records.

Interprets, applies, and ensures compliance with applicable accounting guidelines, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations.

Assists with development of departmental budget; prepares and submits budgetary projections; monitors expenditures to ensure compliance with approved budget; recommends approval of purchases/expenditures; reconciles monthly budget reports.

Oversees departmental petty cash account; disburses petty cash funds for authorized expenditures; maintains receipts and records of expenditures; balances account and requests replenishment of funds as needed; maintains records.

Prepares various financial reports, reporting forms, or other documentation; compiles information/data for report preparation; submits reports/forms to county officials, outside agencies, or other individuals as appropriate.

Coordinates accounts payable activities; processes and balances accounts payables; prepares and/or reviews purchase orders for departmental supplies; receives invoices and expense reimbursement requests and reviews for accuracy/completeness; performs applicable calculations, researches discrepancies, and processes for payment.

Processes accounts receivable; posts payments to appropriate accounts; records payments and issues receipts; balances daily receipts and prepares bank deposits; verifies daily bank deposits; forwards deposits as appropriate.

Reviews/analyzes accounts due to overpayments or other discrepancies; researches partial or duplicate payments; makes appropriate adjustments to accounts; processes paperwork to issue refunds as appropriate.

Prepares various financial reports, reporting forms, or other documentation; compiles data for report preparation; submits reports/forms to appropriate individuals.

Receives various forms, reports, correspondence, invoices, purchase orders, chart of accounts, accounting guidelines, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; performs data entry functions by keying data into computer; verifies accuracy of entered data and makes corrections; utilizes word processing, database, spreadsheet, financial, or other software programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Prepares departmental files; maintains file system of departmental records.

Performs general/clerical tasks, which may include typing documents, making copies, sending/receiving faxes, filing documentation, processing incoming mail, or preparing outgoing mail.

Answers incoming telephone calls; provides information and assistance; records/relays messages or directs calls to appropriate personnel; retrieves messages from voice mail; returns calls as necessary.

Responds to complaints and questions related to accounts payable/receivable or other department issues; provides information, researches problems, and initiates problem resolution.

Communicates with supervisor, employees, other departments, vendors, financial institutions, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains confidentiality of departmental documentation and issues.

Maintains a comprehensive, current knowledge of requirements of applicable laws/regulations; reads professional literature; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Provides assistance or backup coverage to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in accounting; supplemented by two (2) years previous experience and/or training involving governmental accounting, general accounting, bookkeeping, accounts payable, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; the ability to interpret graphs; and the ability to compute discount, interest, profit and loss, ratio and proportion.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: going for files, going to other offices

Surface: carpet

Estimated Total Hours: 1 **Maximum Continuous Time:** 5 minutes

2. SITTING

Tasks: typing, writing, etc.

Estimated Total Hours: 6.5 Maximum Continuous Time: 2

3. LIFTING/CARRYING

Objects:

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs				X	
11-25 lbs				X	
26-50 lbs					X
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

4. PUSHING/PULLING

Objects: Boxes of computer paper

Height of hands above floor during push: 12 inches

5. BENDING/SQUATTING/KNEELING

Tasks: to pick up boxes of computer paper, to get in filing cabinets, to load computer paper

Frequency: Daily

6. REACHING

Tasks: Reaching for files or Boxes

Hands Used: RIGHT LEFT **BOTH X**

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	Seldom	Short	1-10 lbs
21-36"	n/a	n/a	n/a	n/a

7. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	100 % of time
Outside	% of time

8. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Constant
Grasp		X	
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Constant

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_____ County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date