

County Bookkeeper Responsibilities

I. Policy

Budget Support

- Assists with the preparation of annual budget worksheet, memorandum of agreement and schedule of disbursement as directed by the County Fiscal Coordinator.
- Assists with the submitting of budget documents to District Office and Department of Local Governments.
- Maintains organized files of all budget documents.
- Other budget management duties as assigned by County Fiscal Coordinator.

Cash Handling

- Prepares receipts and deposits for all funds received in the county office as per policies and procedures.
- Enters all receipts/deposits into office accounting system.
- Maintains organized files of all cash receipts.
- Delivers deposits to local bank as per policies and procedures.
- Maintains access log for office safe as appropriate.
- Reconciles bank statement to office records on a monthly basis.
- Maintains petty cash fund as per policies and procedures (if applicable).
- Other cash management duties as assigned by County Fiscal Coordinator.

Procurement & Disbursements

- Collects payment vouchers and receipts from office employees and reviews to ensure the County Fiscal Coordinator has approved them.
- Enters disbursements into office accounting system as required.
- Prepares checks for County Fiscal Coordinator.
- Processes payments for penalty mail as per policies and procedures.
- Maintains organized files for procurement and disbursement documents.
- Other procurement duties as assigned by the County Fiscal Coordinator.

Financial Reporting & Audits

- Prepares financial reports as required by County Fiscal Coordinator.
- Assists with the submission of financial reports as required to District Board, DLG, State Office, etc.
- Assists with coordination of the audit of financial statements as required by KRS.
- Assists with the submission of the audit report to District Board, DLG, State Office, etc.
- Maintains organized files for financial reports and audits.
- Other reporting & audit duties as assigned by the County Fiscal Coordinator.

Inventory Management

- Maintains a complete listing of all minor and capital equipment is maintained and verified on an annual basis.
- Collects and reviews vehicle logs on a monthly basis (if applicable).
- Maintains organized files for inventories.
- Other inventory management duties as assigned by County Fiscal Coordinator.