

<b>Job Title:</b>	Finance-Human Resource Officer	<b>Job Classification #:</b>	Exempt
<b>Division:</b>	County Judge/Executive	<b>Job Code #:</b>	CJE-007
<b>Department:</b>	Finance	<b>Class Code:</b>	43-3000
<b>Compensation Category:</b>	N/A	<b>Position Type:</b>	FTE
<b>Compensation Rate/Hour:</b>	Min. \$31,000 – Mid. \$36,000 – Max. \$41,000	<b>Retirement System:</b>	CERS-N-HZ
<b>Professional Certification (s):</b>	None	<b>Benefits:</b>	Yes
<b>External Posting Site or URL:</b>	<a href="http://www.owencountyky.us">www.owencountyky.us</a>	<b>Date Posted:</b>	02/14/2018
<b>Internal Posting Site or URL:</b>	Courthouse & <a href="http://www.owencountyky.us">www.owencountyky.us</a>	<b>Posting Expires:</b>	02/21/2018

Submit Applications Via:

**E-mail:** [hr@owencountyky.us](mailto:hr@owencountyky.us)

**Fax:** (502) 484-1004

**Subject Line:** Employment Application

**Attention:** HR Department Recruitment

**RE:** Job Code & Title

**Mail:**

Human Resource Administrator

Owen County Government

100 North Thomas Street

Owenton, Kentucky 40359

## Job Description

### Job Summary

Coordinates and supports the financial Accounts Receivable (AR) operations of Owen County government in a manner that complies with all applicable laws and regulations and that represents high degree of efficiency, effectiveness, and transparency. Plans, organizes, and directs the work of staff engaged in providing County-wide personnel services such as recruitment, selection, classification, compensation, time and attendance, Affirmative Action, and examination development. Serves as a resource to the County Judge/Executive when decisions have a financial impact.

**Essential Duties** (All the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class).

Finance Unit:

- Serve as county Finance Officer (Accounts Receivable) to ensure segregation of duties as prescribed by the Commonwealth of Kentucky, Department for Local Government.
- Oversee claims and/or payment processing activities;
- Audit financial data, documents, and reports for accuracy and completeness, and make necessary corrections;
- Prepare and maintain a variety of financial records and reports;
- Assist other county departments, vendors and employees on claims processing issues;
- Oversee the update of vendor information for reporting and IRS compliance;
- Post data to appropriate ledgers or accounts;
- Analyze and reconcile financial accounts and records;
- Prepare claims and other documents for payment;

#### Payroll Unit:

- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Maintains payroll information by collecting, calculating, and entering data.
- Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers.
- Determines payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment, and workers compensation payments.
- Resolves payroll discrepancies by collecting and analyzing information.
- Provides payroll information by answering questions and requests.
- Maintains payroll operations by following policies and procedures; reporting needed changes.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Assist in the development and implementation of departmental goals and objectives; interpret and apply personnel system rules, regulations, and ordinances;
- Assist in the development or revision of personnel programs, rules, policies and procedures;
- Interpret and apply personnel related legislation and administrative actions, and plan procedures and programs to ensure compliance; conduct training sessions and public presentations;
- Perform a variety of general clerical duties in maintaining records and preparing reports;

#### **Delegation Responsibility**

Financial oversight and direction to Division and Department Administrators.

#### **Relationships**

Performs duties within the Office of the County Judge/Executive under the supervision of the County Judge/Executive.

#### **Qualifications**

##### *Education and/or Experience*

- Associate or bachelor's degree in Business, Public Administration, Business Administration, Accounting or Human Resources Management desired.
- Preferred four (4) years supervisory experience over financial operations of similar scope required.
- High School/GED Degree
- Knowledge of generally accepted accounting principles and principles of public administration, particularly as they relate to units of local government.
- Knowledge of Kentucky state statutes, policies, and regulations regarding financial transactions and of federal laws and rules impacting financial operations.

### *Language Skills*

- Ability to read, analyze, and interpret policies, procedures, professional publications, governmental regulations, financial reports, and legal documents
- Ability to make effective presentations on complex topics to employees, business committee members, elected officials or other members of government organizations
- Ability to display strong oral, written, and listening skills

### *Mathematical Skills*

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute ratio and percent, and to draw and interpret graphs

### *Reasoning Ability*

- Solve practical problems while dealing with several abstract and concrete variables
- Interpret an extensive variety of complex technical and instructional information

### *Certificates, Licenses, Registrations*

- Possession of, or ability to obtain, an appropriate, valid Kentucky driver's license.

## **Physical Demands**

Work regularly requires speaking or hearing, frequently requires standing, sitting, using hands to finger, handle or feel, lifting independently in excess of five (5) pounds and repetitive motions and occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting and occasionally requires tasting or smelling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.


## **Work Environment**

The work environment characteristics described represent those encountered while performing the essential job functions. Work involves at certain times being in dangerous situations, all weather conditions and various economic or social environments. Work frequently requires exposure to outdoor weather conditions and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment and occasionally requires exposure to fumes or airborne particles which may require a powered air- purifying personal respirator; work is may occasionally be in a loud noise location (e.g. grounds maintenance, heavy traffic).

**Comments**

- Must be 21 years or older to operate county vehicle
- Must be a citizen of the United States
- Submit to Criminal Background and Drug Test

**Authorizing Representatives**

<b>Division/Department:</b>	Judge/Executive-Finance	<b>Date:</b>	02/09/208
<b>Human Resource Administrator:</b>	N/A	<b>Date:</b>	N/A
<b>Judge/Executive Approved:</b>	Casey Ellis	<b>Date:</b>	02/09/2018
<b>Judge/Executive Signature:</b>		<b>Date:</b>	02/09/2018
<b>Last Updated By:</b>	Dan Brenyo	<b>Date:</b>	02/07/2018

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