

**CITY OF TAYLORSVILLE, KENTUCKY  
JOB DESCRIPTION**

**Job Title: Accounting and Human Resources Manager**

**Reports to: City Comptroller**

**Supervises: None**

**Overtime Status: Non-Exempt**

**Characteristics of the Class:**

Under general administrative direction of the City Comptroller:

- Performs accounting, record keeping and related activities necessary for support of City Fiscal operations.
- Responsible for all Payroll related activities
- Performs various duties of the Human Resources Department
- Responsible for Accounts Payable processing and related activities.
- This position may require the implementation of responsibilities outside of the normal work week.
- This position is not considered essential as related to inclement weather or natural disasters.
- Performs related work as required.

**Duties and Responsibilities:**

- Perform various duties of the Human Resource Department, including maintaining policies, advertising for vacancies, assisting employees with related issues, forms and procedures, new employee orientation and general employee welfare.
- Responsible for all Payroll reporting activities including paying withholdings and filing quarterly tax returns.
- Posting of daily cash receipts into the Sage Software
- Work as part of a team in the development and administration of the city annual budget.

- Maintains employee personnel records as required by law.
- Responsible for school and sales tax reporting
- Responsible for KPPA retirement reporting
- Serves as medical insurance coordinator for the city.
- Work as part of a team in the annual physical inventory.
- Assist City Clerk and City Comptroller with researching information as needed to address Open Records Requests.
- Primary contact and system maintenance for accounts related to: land lines, internet, cellular phones, vendor fuel accounts, and Company Nurse.
- Tracking and maintaining accurate record keeping and processing of payables for all City's special projects.
- Posting of revenues for General Fund and Water / Sewer Fund.
- Monthly reconciliation of all City Project bank accounts, research and resolve any issues. Open new accounts, as needed.
- Coordinate, track, and maintain City insurance (worker's comp, liability, vehicle, inland marine & property) through Kentucky League of Cities, report claims, and prepare/manage the annual renewal process.
- Weekly processing and maintenance of accounts payable.
- Attendance at Monthly Commission Meetings, as needed.
- Performs other related duties as required.

**Typical Working Conditions and Unique Physical Requirements:**

- Majority of time spent indoors at office with very little physical exertion required other than occasional light lifting.
- Majority time spent at computer.

(Persons employed in this classification will typically perform their primary job duties under these conditions. However, these conditions may change on occasion in performing the duties of any individual position.)

**Special Knowledge, Skills and Abilities:**

- Knowledge of modern accounting procedures and basic principles of municipal accounting and finances.
- Knowledge of human resource procedures.
- Strong attention to detail.
- Ability to balance accounts and research any discrepancies.

- Strong desire to learn new tasks and look for the efficiencies in the position.
- Strong ability to prioritize tasks.
- Must be able to adapt to changing processes, procedures, and technology.
- Knowledge of computer technology to include Microsoft Excel and Word.
- Knowledge of practices and methods involved in the receipt and disbursement of funds and related fiscal records.
- Knowledge of computer technology with ability to learn and utilize necessary computer software programs, including spreadsheets and word processing applications.
- Exercise strong analytical ability and attention to detail.
- Must have effective written and verbal communication skills.
- Ability to establish and maintain effective working relations with employees, governmental officials and the general public.
- Ability to maintain important records efficiently and accurately and to prepare clear and concise reports from information.

**Education, Training and Experience:**

- Bachelor's Degree in accounting from an accredited college or university, preferred.
- Payroll and Human Resources experience is highly preferred.
- Proven experience in Microsoft Excel.

**Special Licensing and Other Requirements:**

- Valid driver's license.
- This position requires that employee shall be bondable during employment.

**DISCLAIMER:**

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.