

Lake Cumberland Area Development District, Inc.

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WAYLON WRIGHT
Executive Director

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MAYOR EDDIE THOMAS
Chairman

TO: All interested Parties

FROM: Tony Meeks

DATE: March 15, 2024

RE: Available Position – Accountant

Notice is hereby given that the position of Accountant is available. Anyone interested in applying for this position must present a written statement of interest to Tony Meeks, indicating your interest in the vacant position. A job description listing relevant qualifications is attached hereto.

Applications will be reviewed as received. Written statement of interest will be accepted until 4:00 p.m. CT on Friday, March 29th, 2024.



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Web-Site Address - <https://lcadd.org>
Equal Opportunity Provider



LAKE CUMBERLAND AREA DEVELOPMENT DISTRICT
POSITION DESCRIPTION

Class Title: Accountant

Department: Finance

Supervisor: Director of Finance

Supervises: None

Class Characteristics: Under the general direction of the Director of Finance, prepares and maintains accurate bookkeeping records for the LCADD, including state and federally funded grants; issues checks for various programs; maintains accurate records detailing how monies were disbursed; prepares reports as required; performs other duties as required.

General Duties and Responsibilities:

Essential:

1. Maintains separate general ledger chart of accounts.
2. Processes invoices for all departments; codes invoices to proper grant element; inputs relative information; matches invoices to purchase orders; follows-up on problems related to invoices; prints checks and related reports.
3. Reviews time sheets; processes and prints payroll.
4. Assists with maintaining employee files.
5. Assists with maintaining vacation/sick leave accruals and usage.
6. Creates and maintains financial records for individual projects.
7. Reconciles banks statements.
8. Makes bank deposits as often as necessary.
9. Sets-up grants, general ledger accounts, and update budgets as needed.
10. Assists public with phone inquiries.
11. Drafts general office correspondence, assist staff with day-to-day problems.
12. Types and fills out miscellaneous forms, labels, etc.; sets up and maintains files and records.
13. Performs related duties as required.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Bachelor's degree in Accounting; no previous work experience requirements. Additional work experience, preferably in fund accounting, may be substituted for education requirements on a year-for-year basis up to a maximum of two years.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of basic accounting principles.
2. Knowledge of federal and state laws and administrative regulations relating to financial management.
3. Knowledge of theories and practices of not-for-profit or governmental financial administration and accounting.
4. Knowledge of internal control guidelines, applicable OMB circulars, Common-Rule Federal regulations, federal travel regulations and policy manual for certain grants.
5. In-depth knowledge of personnel policies and procedures.
6. Knowledge of computer hardware and applicable software programs.

Skills:

1. Skill in the use of computer, calculator and other office equipment.
2. Reasoning/problem solving skills.
3. Analytical skills.
4. Organizational skills.

Abilities:

1. Ability to apply accounting principles and procedures, federal and state regulations, and office procedures, practices, systems, and equipment as applied to financial operations.
2. Ability to work independently and without supervision.
3. Ability to prioritize work and meet deadlines.
4. Ability to exercise initiative and judgment.
5. Ability to make decisions within scope of assigned authority.
6. Ability to prepare financial reports and statements in accordance with predetermined requirements.
7. Ability to recognize problems and recommend corrective action.
8. Ability to work well with individuals and be flexible.
9. Ability to maintain strict confidentiality.
10. Ability to maintain a high level of accuracy.
11. Ability to establish and maintain effective working relationships with funding agencies, contractors, officers and employees of the agency, and the general public.

ADDITIONAL INFORMATION

Instructions: Somewhat general; many aspects of work are covered specifically, but also must use own judgment.

Processes: Required to occasionally consider different course of action, or deviate from standard operating procedures, to get the job done.

Review of Work: Work is reviewed as needed.

Analytical Requirements: Assignments require almost continual analysis of figures, data trends, and results of all kinds, which directly affect the policy of the organization.

Decisions and Judgments: Making decisions relative to invoice problems and decisions and judgments relative to employee problems.

Tools, Equipment and Vehicles Used: Normal office equipment (computer, calculator, printers, telephone, etc.).

Physical Demands: Work is typically performed indoors at a desk or table with intermittent sitting, standing and stooping; must lift light objects (less than 25 pounds).

Contacts: Public and internal contacts are a requirement of my job.

Confidential Information: Regular and frequent use of confidential information is a job requirement.

Mental Effort: Heavy.

Interruptions: Constant.

Special Licensing Requirements: None.

Availability: N/A.

Certification Requirements: None.

Additional Requirements: May be required to attend meetings during evenings and weekends. Travel may be required, including overnights and weekends.

Overtime Provision: To be determined by current federal and state regulations.

AGENCY EXPECTATION STATEMENT

In the performance of their respective tasks and duties all employees are expected to:

1. To be knowledgeable and follow all policies and procedures set by LCADD. Support the overall work and functions of LCADD.
2. Interact professionally with other employees, customers/clients, outside agencies and the community. Show dedication to meeting the expectations and requirements of internal and external customers.
3. Show commitment to the LCADD region and accountability and ownership of work.
4. Work effectively as a team contributor on all assignments.
5. Work independently while understanding the necessity for communicating and coordinating work efforts with supervisor, fellow employees and organizations.
6. Perform quality work within deadlines with or without direct supervision.

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*The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.