

# Finance Officer

Lewis County Judge Executive Office

Vanceburg, KY

- Starting Date September 23, 2024
- \$15.00 per hour
- Full – Time

Lewis County Fiscal Court is accepting applications for a full-time Finance Officer at the Lewis County Judge Executive Office. The pay range for this position is \$15.00 per hour based on experience, plus a generous benefit package. Please apply at Lewis County Judge Executive Office 112 Second St, Room 201 Vanceburg, KY 41179.

Lewis County Judge Executive Office, Finance Officer, Job Description

## Position Summary

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The Finance Officer acts as a receptionist and first point of contact for the County Judge Executive's Office.

## Duties and Responsibilities

### General Duties:

- Answer phones, direct calls, and answer questions from the public.
- Greet and direct visitors
- Order office supplies, stationary, envelopes, business cards, keys, tax forms, checks, & anything else needed for Judge's Office, Human Resources & Treasurer's Office
- Call to schedule maintenance/building repairs for issues reported by Courthouse staff.
- Create Proclamations at the request of the Judge for individuals being honored at retirement
- Maintain list of County Boards & Board members. Create & mail letters when board members are appointed or re-appointed.
- Schedule courtroom and conference rooms
- Answer inquiries from vendors regarding payments, unpaid invoices, etc
- Issue Purchase Orders to various departments/employees who need them to make purchases.

- Recurring duties

### **Weekly**

- Receive bills/invoices. Review bills for accuracy. Enter vouchers into EagleSoft and create Purchase Order for payment.
- Receive cash & receipts from Animal Control. Count cash, checks and receipts to ensure that totals are correct, produce accurate receipt for respective department.
- Create checks for any utility bills and phone bills with due dates that fall before the next court meeting. Secure signatures and mail checks in a timely manner.

### **Monthly**

- Prepare invoices. Prepare Purchase Orders
- Maintain time records (Vacation/sick)
- Prepare payroll reports (Bi-weekly)

### **Prior to each Fiscal Court**

- Prepare payment vouchers in EagleSoft for all funds.
- Produce Claims Register Report, Invoice Register Report and checks register to ensure totals are accurate.
- Create and distribute accurate reports to Judge, Treasurer and Magistrates.
- Print checks for all funds.
- Review checks for all funds to ensure accuracy of totals, invoice #s, vendor, etc. Stuff checks in envelopes with any enclosures.
- On day of court, mail all checks using postal machine.

### **Annually or As Needed**

- After each election, process payments for all election workers. This is an all-day job – done exactly like regular bills from list provided by Elections Office.

## **Position Dimensions**

### ***Education and Experience:***

- HS education or GED equivalent and one year of related experience

### ***Technology:***

- Computers, software, printers, copiers and related equipment is used on a continuous basis
- Performs other duties as assigned or required.