



Office of Bedford County Human Resources
1 Public Square Courthouse, Suite 101
Bedford County Mayor's Office
Shelbyville, TN 37160

Bedford County Trustee Office
Chief Bookkeeper

Definition

This position reports to the Bedford County Trustee, Tonya Davis and is a full time position with benefits.

The purpose of the Chief Bookkeeper position within the Bedford County Trustee's office is to provide experienced advanced accounting and bookkeeping experience to ensure the effective, accurate and efficient operation of the Trustee's office.

Work Environment

Office environment with other co-workers working closely. The Bedford County Trustee's office is open Monday through Friday from 8:00a.m.-4:00p.m. and the office does not close for lunch. Lunch hours will be assigned and are 1 hour in length. The office is also open on Saturdays from 8:00a.m.-12:00p.m. Only in the months of January and February with the exception of holiday weekends which will be posted as they come up.

Essential Job Requirements

- Maintain financial security by following internal controls and state audit requirements
- Prepares asset, liability and capital account entries by compiling and analyzing account information
- Confident and comfortable communicating with administrative officers, county commissioners and Financial departments
- Maintain financial records concerning investments
- Documents financial transactions by entering account information
- Recommends financial actions by analyzing accounting options
- Analyze daily clerical work for accuracy
- Summarizes current financial status by collecting information; preparing balance sheet

- and trustee reports
- Substantiates financial transactions by auditing documents
- Reconciles financial discrepancies by collecting and analyzing account information
- Bedford County is an Equal Opportunity Employer
- Answers accounting procedure questions by researching and interpreting account policy and regulations set forth by division of state audit and internal controls
- Secures financial information by following requirements set by state audit and internal controls
- Coordinate with the assessor on any changes or rollbacks that affect the tax roll
- Handling customer inquiries and incoming work request via phone or in person
- Reconciling bank statements and maintain a manual checkbook
- Maintain online financial accounts with accuracy and the transferring of funds to multiple accounts
- Maintain online banking (i.e. ACH's, Wire-ins, returned checks, transfers, etc.)
- Prepare maintain documents and reports under requirement of State Audit
- Making, Answering and Directing Phone calls
- Taking and Distributing Messages
- Ability to perform several task concurrently with ease and professionalism
- Coordinate work flow
- Reviewing office files and accounting records to answer request for information
- Checking and distributing documents and correspondence
- Maintaining a filing system
- Compiling financial records as needed
- Photocopying, scanning and faxing
- Sending emails
- Typing documents and correspondence
- Updating and Maintaining Database
- Handle large quantities of cash accurately
- Create Daily Deposits
- Apply departmental process and procedures in determining the completeness of forms, records and reports
- Work with other departments and employees in a constructive manner
- Pay special attention to office security procedures
- Light cleaning/ Keeping your working area neat

Duties of the Trustee's Office

The trustee serves three primary functions: (1) collecting all county property taxes; (2) keeping a fair regular account of all money received; and (3) investing temporarily idle county funds.

T.C.A. § 8-11-104. In addition, the trustee disburses sales tax revenues and may collect municipal property taxes and other state and local taxes. The trustee generally acts as treasurer

for the county, receiving and paying out funds. The trustee must keep a detailed account of these transactions. The trustee receives funds for the county from various sources, including the fees of the county “fee” officials. The trustee has an important role in the disbursement of county funds that varies in detail from county to county depending upon whether the warrant or the optional check system is used in the particular county. T.C.A. § 5-8-210. The trustee appoints the delinquent tax attorney subject to the approval of the county mayor. T.C.A § 67-5-2404. The duties of the trustee regarding the collection of property taxes are described in the County Property Tax Manual, a CTAS publication that may be found on the CTAS website at www.ctas.utk.edu. Also at the CTAS website is Legal Issues for County Trustees, another publication that describe the duties of the trustee in greater detail. The property tax rate is generally set by June 30th of each year and the office is responsible for ordering tax bills and making sure the files are available so that the bills can be printed. The trustee must interact with the county mayor and/or Finance/Budget Director as well as the county legislative body regarding the trustee’s budget and budget amendments.

The trustee’s office also handles the paperwork for the State of Tennessee Tax Relief Division and this includes Elderly/Disabled, and Disabled Veterans. The information in the Trustee’s office is open under the open records law with the exception of social security numbers, emails or phone numbers. The office works in close connection with the Finance Department in making sure that the grants and ACH money has been properly coded and disbursed.

Qualifications

- Must possess a minimum of associate’s degree and/or a bachelor’s degree in accounting, finance, business management or closely related financial field
- Minimum of 2 years’ experience and /or training involving governmental accounting and general accounting, bookkeeping including accounts payable, accounts receivables, general ledger and financial reports
- Knowledge of computerized accounting and they must be able to do a manual set of books
- Advanced reporting skills
- Follow all internal controls and Division of State Audit requirements
- Experienced in basic accounting procedures
- Experienced in the Windows Based Software and Microsoft Office (including Word, Excel and power-point)
- Communication skills- verbal and written
- Customer service orientation
- Maintains customer confidence and protects operations by keeping financial information confidential
- Honesty
- Attention to detail and accuracy

- Deadline oriented
- Proficient use of email and internet
- Proficient math skills
- Accurate keyboard skills
- Organization and planning
- Time management skills and the ability to prioritize work
- Data management
- Detail to filing system
- Problem solving
- Team work
- Adaptability

Working Hours

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Supervision

Receives supervision from the Trustee, Tonya Davis

Training Skills and Knowledge:

The Trustee's office makes every effort to keep updated/educated on any key changes in county government and State Legislature. There are additional classes and seminars that will be available and may be required to attend. The classes and seminar attendance will be at the Trustee's discretion. The County Government handbook is located in the office and is kept updated for reference or continuing education. There are additional websites such as www.lexisnexis.com , www.bedfordcountyttn.org that are available for information that may be needed. The Trustee's office also has on file a manual for: Property tax collection, Trustees Manual, County revenue manual, eGOV user manual and a County Government handbook. All employees are encouraged to utilize these manuals to maintain the knowledge needed to perform their job accurately. At the beginning of each four year term you must take the oath of office with the Trustee according to T.C.A. § 8-18-112.