



Job Description: County Treasurer

Reports to: Boyle County Fiscal Court, County Judge Executive

Close Date: September 30, 2021

Salary Range: \$55,000 min. - Commensurate with experience

Boyle County Fiscal Court seeks an experienced professional to lead the Finance Department with skill and innovation. The Treasurer Performs statutorily required functions of the office of County Treasurer and has oversight responsibility to maximize collection and timely deposit of all County funds; ensures prudent investment of cash in accordance with state and local law, and ensures that funds are properly recorded and deposited into County accounts.

SPECIFIC DUTIES AND FUNCTIONS

Responsible for performing all duties of the treasurer, pursuant to KRS 68.020

- Said duties include oversight and maintenance of required financial records for all accounts.
- Must ensure that all county revenues are received from those individuals or entities required to provide payment to the county.
- Must certify that all county expenditures are in compliance with the adopted budget.
- Must co-sign all warrants or checks for county funds.
- Ensures individual accounts are maintained for the General Fund, Public Works Fund, Jail Funds, LGEA Fund, E911 Fund, Emergency Medical Services Fund, Health Insurance Fund, and other funds as required by the State Local Finance Officer.
- Required to maintain all required journals and ledgers including but not limited to cash receipts, check distribution, appropriation, general, federal grants, encumbrance, and investment.
- Make daily bank deposits.
- Shall maintain a Notes Payable Register providing information of temporary loans, their principal, interest rates, due dates, and balances paid and owed.
- Responsible for checking the reconciliation of bank statements, preparation of monthly financial reports for the fiscal court and jailer, preparation of quarterly financial reports for the fiscal court and the State Local Finance Officer, and preparation of an annual settlement for the Fiscal Court in compliance with KRS 424.220, no later than October 1.
- Annually required to maintain a list capitalized and depreciated County assets.
- Responsible for investing surplus funds in compliance with the county investments policy.
- Shall ensure compliance with federal, state and local tax requirements.

- Work with the department heads, Judge/Executive and the Fiscal Court in the development of the annual budget.
- Maintains subsidiary funding ledgers in compliance with grant agreements, state and federal laws, and auditor requirements.
- Provide quarterly reports and work closely with the Economic Development Partnership by providing budget data, business trends and general data for a more comprehensive view of the County's business environment.
- Works directly with Bond Counsel's financial advisor during the issuance or refinancing of county bonds and is responsible for the development of financial statements for bond ratings and the State Local Debt Officer's indebtedness hearing.
- Responsible for maintaining a bond register whether general obligation, revenue, or special levy bonds.
- Responsible for post-issuance compliance procedures for tax-exempt bonds as outlined in the transcript of proceedings.
- Responsible for tracking and disclosure of short term, long term and all leases.
- Responsible for maintaining an endowment fund subsidiary ledger.
- Responsible for development, training, reporting and troubleshooting of Jail Canteen financial information as required by the State Local Finance Officer.
- Must become fully competent in all areas of County Financial operations (including payroll and associated revolving account/funds) so that operations remain streamlined in the absence of other financial personnel.
- Works with auditors during fee and fiscal court audits.
- Issues Sheriff Department, EMA and IT purchase orders.
- Must be capable of keeping office hours between 8 a.m. and 5:00 p.m., and be available to staff and department heads. Must be willing to communicate with support staff and colleagues when duties require out of office meetings.
- Perform related duties as required.

QUALIFICATIONS, TRAINING & EXPERIENCE

- Must be a citizen of Kentucky and a resident of Boyle County for at least two (2) years prior to being appointed
- Must be bondable
- Valid driver's license is required

Training and Experience

- Must be at least 25 years old or a graduate of an accredited college or university with a bachelor's degree in accounting. Four (4) years of experience in a responsible accounting position is requested.

Special Knowledge, Skills and Abilities

Extensive knowledge and application of state and local laws governing county finance. Extensive knowledge of public sector accounting practices and principles. Considerable knowledge of modern office practices,

procedures and equipment. Knowledge of computer technology with ability to learn and utilize necessary computer software programs. Understanding of state and local regulatory requirements pertaining to the development and preservation of financial records. Ability to maintain important records efficiently and accurately, and to prepare clear, concise reports from this information. Extensive knowledge of partially self-funded health insurance and related federal laws. Effective written and verbal communication skills.

Submit Resumes to:

Boyle County Treasurer
c/o Julie R. Wagner
321 West Main Street, Room 111
Danville, Kentucky 40422
Or email to: jwagner@boyleky.com

The Boyle County Fiscal Court provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other trait or characteristic protect by federal, state, and local laws.