



REVISED: 07/17/2019  
Submitted: 07/16/2019

JOB TITLE:	TECHNICIAN BOND
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8654
BARGAINING UNIT:	CLAB

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for support of accounting functions including preparation of accounts payable vouchers, general transfers, maintaining activity records and making disbursements from special funds. The issuance of bonds and maintenance of debt service records and payments is a highly specialized and regulated area that requires knowledge of the entire bonding process as well as the ability to follow regulations and restrictions related to the accounting requirements.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Files correspondence and documents and answers telephone; prepares necessary cabinet and Board reports

Handles disbursements and maintains activity records for several special funds

Prepares necessary vouchers for General and Special Voted Building Funds; prepares vouchers for payments due for debt service requirements each month and sends checks to Fiscal Court

Balances all reimbursable expense codes not balanced by Payroll or Grants and Awards accounting; makes necessary general transfers of disbursements to proper codes; Keeps records of assignments of general transfer sheets

Sends monthly financial statements, external audit reports, cost center reports, location reports, etc., to Board members and other groups and individuals on lists for General Fund and Special Voted Building Fund

Maintains official bond files; prepares bond report and annual financial report which is submitted to the Kentucky Department of Education

Coordinates issuance of bonds with school system departments, fiscal agent, bond attorney Kentucky Department of Education

Maintains records by bond issue indicating sites covered and percentage of indebtedness under each bond issue for each site, as well as other pertinent information; maintains records to total indebtedness under each bond issue for each individual site

Prepares annual bond payment and coupon service charges schedules; maintains records of payments and credits on each bond issue

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years of successful bookkeeping experience

Ability to organize and maintain a filing system which is complete and quickly accessed

Good mathematical ability
Three (3) years of successful computer experience
Effective communication skills
DESIRABLE QUALIFICATIONS
Experience in a diverse workplace