

Ford County Highway Department  
Job Description

Secretary/Bookkeeper

General Information:

Works under the general supervision of the County Engineer and performs the duties of a receptionist, bookkeeper, secretary, radio operator and other clerical duties connected with the operation of the Ford County Highway Department.

Must work with limited supervision to accomplish tasks.

Primary Function and Responsibilities:

Responsible for the bookkeeping connected with the various highway funds.

Processes all bills for engineering, materials, supplies, etc. for payment.

Reconciles balances of various funds with the County Treasurer's office.

Assists county and state auditors with information needed to complete the annual compliance reviews of the various highway accounts.

Responsible for maintaining the filing system and for the retrieval of information.

Responsible for typing and assembling of proposals for all county and township motor fuel tax, joint bridge and other construction work.

Prepares newspaper ads, bid sheets, meeting notices, contracts, bonds, pay estimates and final papers on motor fuel tax work and submits same to the Illinois Department of Transportation for yearly audits.

Assembles payroll and monthly claim sheets for all bills to be submitted to the County Board for payment.

Is the receptionist in the highway department office.

Performs other duties as required.

Requirements:

Must be a high school graduate with course work in typing, bookkeeping, computer and office practice. Must be proficient with Microsoft Office, Excel and Access programs.

Requires accurate typing skills and organizational ability.

Desirable experience working in an engineering or construction environment with a general knowledge of construction and maintenance terminology.

Experience:

Requires a minimum of 2 years experience in accounting and bookkeeping.

Requires working knowledge of general office clerical procedures.

Significant Abilities:

Requires ability to maintain a recordkeeping system with a high degree of accuracy.

Requires ability to maintain a professional working relationship with township, county, state and other officials and the general public.