

## **Open Position**

### **Woodford County Treasurer/Tax Administrator**

The Woodford County Fiscal Court is currently accepting applications for the position of Woodford County Treasurer/Tax Administrator. This full-time position is to serve as acting Woodford County Treasurer through the balance of the term expiring on 6/30/2023. Must keep records and make reports as set out in KRS 68.210, 68.020, 68.300, 68.360, and 66.480 and must also keep all financial records as required by the Uniform System of Accounts for Kentucky Counties. The Treasurer must prepare monthly, quarterly, and annual financial statements and settlements pursuant to KRS 68.360, 441.235, 68.020(5), and 424.220.

The county treasurer is the sole officer bonded to receive and disburse county funds and could be liable on the county treasurer's bond if correct records are not maintained and the procedures are not followed as required by law.

Tax administrator duties include oversight of Occupational and New Profit License Fees, Transient Room Taxes, and Bank Share Taxes, and supervision of tax administration staff.

The successful applicant must have a bachelor's degree in accounting or related field. CPA preferred, but not required. Previous tax experience preferred.

A more detailed job description and application can be obtained online at <https://woodfordcountyky.gov> or Woodford County Human Resources Manager, 103 South Main Street, Room 203, Versailles, KY 40383.

**Email applications can be submitted to**  
[tipton@woodfordcountyky.gov](mailto:tipton@woodfordcountyky.gov)  
**Applications will be accepted through**  
**October 22, 2021 at 4:00 p.m.**

*Woodford County is an Equal Opportunity Employer*