



ACCOUNTING ANALYST- PHSS JOB DESCRIPTION

Job Title: Accounting Analyst

Job Class: 1739

Pay Grade: 120

Effective Date: July 2024

FLSA: Non-Exempt

Revision Date: July 2024

NATURE OF WORK

Under general supervision, performs technical accounting duties involving the auditing, accounting, tracking, processing, budgeting and reporting of accounts for the Public Health and Social Services Department.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs financial and statistical analysis in the maintenance and management of accounting, budget and transaction records for general ledger, grant programs, fixed assets, and special projects.
- Reviews, verifies, and processes accounting, financial documents, and technical transactions in compliance with all applicable rules, regulations and procedures.
- Assists with budget development, preparation and reconciliation; monitors expenditures, analyzes trends, and maintains technical documentation.
- Updates and maintains accounting computer systems, and other records systems as needed; reviews, investigates, and corrects errors in documents and reports.
- Reviews source documents for compliance to rules and regulations; determines proper handling of financial and technical transactions within designated limits; reports discrepancies.
- Interprets and explains County policies, procedures, rules and regulations; provides technical assistance and training to department staff as required.
- Maintains financial records and associated filing systems; enters data into computer systems; codes documents, processes transactions, updates accounts, compiles documentation, generates reports, and submits reimbursement requests as necessary; processes cash receipts, daily cash reports, and bank deposits.
- Identifies and researches accounting issues and recommends solutions; assists with preparation of annual financial report and assists auditors with preparation of financial analyses and reporting.
- Tracking Public Health & Social Services assets and accounting with County financial systems database.
- Responds to requests for information; provides technical information within scope of authority.

- Assures that all reports and paperwork are completed in a timely manner; updates, corrects, retrieves and releases information according to procedures.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and involves light physical demands and frequent use of a personal computer.

EMPLOYMENT STANDARDS:

Associate's Degree in Accounting, Business Administration, or a closely related field; AND two (2) year's accounts payable, receivable, payroll or claims accounting experience. Government accounting experience is preferred.

A valid Driver's License required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- General Accounting standards, policies, procedures and regulations.
- Accounting principles and methods, including special fund procedures.
- Applicable state and Federal rules, codes and regulations covering specific areas of assignment.
- Principles of record keeping and records management.
- General ledger reconciliation procedures.
- State Budgeting Accounting & Reporting System (BARS) for Public Sector financial management.
- Business and personal computers, and spreadsheet software applications.

Skills in:

- Understanding and applying accounting standards and procedures, and applicable Federal and state rules and regulations for specialized areas of assignment.
- Maintaining accurate accounting records and identifying and reconciling errors.
- Performing mathematical calculations with skill and accuracy.
- Entering numerical data into a computer system with speed and accuracy.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers.
- Communicating effectively verbally and in writing.