



ACCOUNTANT JOB DESCRIPTION

Job Title: **Accountant**

Job Code: **CF111**

Pay Grade: **121**

Effective Date: **October 2007**

FLSA: **Non-Exempt**

Revision Date: **October 2007**

NATURE OF WORK

Under general supervision, performs a wide range of accounting, technical review, and budget support duties for County departments, and responds to requests for information within the scope of authority.

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.
- Assists with budget development, preparation and reconciliation; monitors expenditures, analyzes trends, and maintains technical documentation.
- Reconciles technical transactions and financial activities according to policies; records changes, reconciles and resolves differences; reviews and investigates financial and accounting records; assures fund integrity, and resolves issues as required.
- Monitors and reviews accounting documents for accuracy, completeness, and compliance with Federal and state regulations, and county policies and control practices.
- Assists in the preparation of the County's Annual Financial Report; provides assistance to auditors in the preparation of financial analyses and reports.
- Researches and resolves accounting issues; provides customer services to County departments, and coordinates technical and financial information with customers and external agencies.
- Interprets and explains County policies, procedures, rules and regulations; provides technical assistance and training to department management and accounting staff as required.
- Updates and maintains accounting computer systems, and other records systems as needed; reviews, investigates, and corrects errors in documents and reports.
- Identifies and researches accounting issues, and recommends solutions; assists with preparation of annual financial report, and assists auditors with preparation of financial analyses and reports.
- Coordinates fixed asset tracking and accounting with Cost Accounting Management System (CAMS).
- Responds to requests for information; provides technical information within scope of authority.

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:

Bachelor's Degree in Accounting, Finance, or a closely related field; AND two (2) year's government accounting and budget experience.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Generally Accepted Accounting Principles.
- Government Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and Government Finance Officers Association (GFOA) standards, recommended practices and policies, rules and regulatory reporting requirements.
- State Budgeting Accounting & Reporting System (BARS) and Cost Accounting Management System (CAMS) for Public Sector financial management.
- Principles and practices of municipal finance and records management.
- Business and personal computers, and spreadsheet software applications.

Skills in:

- Reading, interpreting, understanding and applying accounting standards and procedures, applicable Federal rules and regulations, and County policies and procedures.
- Analyzing and interpreting financial documents and calculations, and preparing financial reports.
- Performing accurate data entry and mathematical calculations.
- Maintaining accurate and interrelated accounting records, and identifying and reconciling errors.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers.
- Communicating effectively verbally and in writing.