



JOB DESCRIPTION

JOB TITLE:	Accountant	FLSA:	Non-Exempt
DEPARTMENT:	Comptroller	GRADE:	P1
REPORTS TO:	Accounting Supervisor	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for processing, auditing, and examining financial records including Accounts Payable, Receivables and Payroll.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Inputs, reviews, and verifies invoices submitted for payment to the County to ensure the following: correct entry of vendor, invoice number, account coding, amount, sales tax exempt, and fiscal year; works with other departments/offices on invoice entry training and error corrections.
- Prepares and issues checks for approved invoices on a backup basis, including printing a check register, other reports, and 1099 reports at year-end.
- Provides customer services; responds to requests for information, and attempts to resolve them by researching files and records within the scope of authority; updates, retrieves and releases information according to procedures.
- Processes and balances payroll, payroll corrections, benefits, and technical transactions, in compliance with all applicable Federal, state and local rules, regulations, procedures, and association contracts; enters payroll data into computer systems, and maintains databases; enters data, processes transactions, validates data, and compiles documentation and reports, including quarterly and year end.
- Updates employee information for taxes and benefit deductions, wage assignments, garnishments, retirement, and other payments; audits and analyzes payroll transactions and resolves discrepancies.
- Ensures compliance with federal and state payroll regulations; interprets and applies payroll and benefit laws, rules, regulations, policies and procedures; answers inquiries from internal and external clients; resolves problems and recommends solutions; refers employees to other appropriate resources as necessary; refers matters requiring policy or collective bargaining agreement interpretation to supervisor for resolution.
- Prepares/reviews/oversees accounting processes, general ledger maintenance and journal entries, monthly/quarterly/annual reports, and month and year-end close of the financial reporting system.
- Reviews grant applications for fiscal impact and accuracy; and maintains grant files including performing grant monitoring, balancing, reimbursements, and reporting.
- Maintains absolute confidentiality of work-related issues, records and County information.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



ACCOUNTANT

ESSENTIAL FUNCTIONS: (continued)

- Contributes to the efficiency and effectiveness of the department's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Demonstrates courteous and cooperative behavior when interacting with the public and County staff; acts in a manner that promotes a harmonious and effective workplace environment.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Associate's degree in accounting, finance, or a related field; AND four (4) years of public agency accounting, auditing and financial analysis experience; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Applicable state and Federal statutes, rules, codes, and regulations.
- Principles and practices of general and fund accounting.
- Budgetary practices and terminology.
- Financial record keeping and bookkeeping practices and techniques.
- Correct business English, including spelling, grammar and punctuation.
- Principles and practices of governmental accounting.
- Principles and practices of auditing financial documents and records.
- Personal computers utilizing standard and specialized software applications.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Answering questions, advising staff, and providing effective customer service.
- Reviewing financial documents for completeness and accuracy.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Maintaining accurate financial records and preparing accurate and timely reports.
- Performing accurate arithmetic calculations.
- Working without close supervision in standard work situations.
- Interpreting, explaining and applying principles and practices of general, fund and governmental accounting.
- Using initiative and independent judgment within established procedural guidelines.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors, and the public.



ACCOUNTANT

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- None

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and computer screen; and hearing and speech to communicate in person or over the telephone.