

MOWER COUNTY CLASS SPECIFICATION

CLASS TITLE: Public Works Accountant

GRADE: 11	DEPARTMENT: Public Works
ACCOUNTABLE TO: Public Works Director	FLSA STATUS: Non-Exempt
CLASS SUMMARY: Positions assigned to this classification perform complex accounting and bookkeeping responsibilities for a department. Duties are of a technical bookkeeping and accounting nature involving the application, use and maintenance of existing accounting records and systems currently in place. Responsibilities involve a variety of bookkeeping tasks including payroll, accounts receivable, accounts payable, fixed assets, and the preparation/generation of standardized financial reports. Assignments require considerable judgment and discretion in the performance of job assignments in that duties are performed independently but in accordance with existing office routines and procedures governing the work.	
DISTINGUISHING CHARACTERISTICS: The Public Works Accountant is a stand alone classification. The County has determined that the nature of the tasks and duties are specific to the Public Works Department, merits its own description, and thus represents its own classification outside of any classification series.	

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Oversee entry of labor, equipment, inventory, and expenditure data into the cost accounting system. Determine coding and method of entry in accordance with Generally Accepted Accounting Principles (GAAP) MN Codification of Accounting and Financial Reporting Standards (COFARS) MN State Aid Finance (SAF) and MN Board of Water and Soil Resources (BWSR).	Daily 5%
2.	Oversee accounts receivable and preparation of invoices. Determine coding and method of entry in accordance with GAAP, COFARS, and County policy.	Weekly 5%



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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
3.	Review timesheets and employee reports to assure accuracy and to monitor and verify accrual of paid time off (PTO), overtime, employee pay rates, expense reimbursement requests, and other payroll information. Prepare summary report for transmittal to Payroll Technician. Determine accuracy in accordance with union contracts and County policy.	Weekly 5%
4.	Review, audit and verify all data entry and financial documents entered into the accounting system. Reviews coding all receivables, receipts, payables, expenses, and payroll information. Determine accuracy in accordance with GAAP, COFARS, SAF, BWSR, and County policy.	Monthly 5%
5.	Reconcile all accounts and entries. Balance all internal records and accounts with County financial reports and SAF funding reports. Make correcting journal entries as needed. Determine accuracy in accordance with GAAP, COFARS, SAF, BWSR, and County policy	Monthly 10%
6.	Prepare departmental budget. Monitor, analyze, and identify budget trends. Create budget reports and forecasts for department management. Define report parameters/design and determine significance of trends and variances.	Monthly 5%
7.	Administer construction project records. Prepare bid abstracts, contractor payments and funding requests. Verify compliance with contracts and with state and federal regulations.	Weekly 15%
8.	Track fixed assets. Add and dispose of equipment and prepare depreciation schedules in cost account system. Transmit fixed asset information to finance department for updates to county capital assets program and transmit to county coordinator's office for updates to insurance schedule. Reconcile department records to finance and coordinator's records. Prepare and maintain infrastructure depreciation schedules. Determine classification and life of assets in accordance with GAAP, COFARS, and County policy.	Monthly 5%



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9.	Prepare a variety of monthly, quarterly, and annual financial and statistical reports to assure compliance with state, federal and county requirements. Develop and maintain internal audit trail procedures. Determine accuracy of reports and compliance with state and federal regulations, GAAP, COFARS, and County policy.	Monthly 20%
10.	Serve as the primary contact with outside vendors concerning updates to accounting software packages. Maintain the department master files and ensure the systems are operating correctly. Determine continuing function and suitability of software packages.	Annually 5%
11.	Serves as a lead worker to office staff; provides input to Public Works Director regarding office staff performance.	Daily 20%

Knowledge (position requirements at entry):

Knowledge of:

- General accounting and bookkeeping and cost accounting principles and procedures
- Office administrative procedures and methods and knowledge of COFARS
- Department and County administrative policies and procedures pertaining to areas of responsibility
- Computer operation and software application(s) used in accounting and office operations
- High level of proficiency in the creation and utilization of spreadsheets (i.e. Microsoft Excel)



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Skills (position requirements at entry):

Skill in:

- Operating office equipment including computers, calculators, printers, accounting software, and fax equipment
- Entering source documents and performing maintenance to master files and records;
- The application and use of accounting software and programs;
- The application and operations of all departmental functions and activities;
- Writing letters and notices;
- Bookkeeping, accounting and cost accounting
- Making decisions in accordance with established practices and policies;
- Performing mathematical computations accurately;
- Working independently with minimal supervision and review;
- Preparing accounting reports, forms and statements;
- Managing time and setting priorities;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Requires a Bachelor's Degree in Accounting and three years of related accounting/bookkeeping experience including at least 2 years of cost accounting experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- None required

Physical Requirements:

Positions in this class typically require: fingering, grasping, feeling, talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Classification History:

Draft prepared by Bjorklund Compensation Consulting (BCC)

Date: 4/99.

Revised 12/99 by BCC; 7/11 by Mower County 5/17 by Mower County