



Position Description

SECTION I: GENERAL INFORMATION

Position Title: Senior Accountant	Department: Finance	Grade: 12
Immediate Supervisor's Position Title: County Coordinator/Finance Director	FLSA Status: Exempt	
Job Summary: This position performs a variety of mid-high level finance and accounting duties with a moderate level of decision-making under the general supervision of the Finance Director. Responsibilities include county wide knowledge of financial activity, records, policies and procedures. This position plays an active role in county finance operations, preparation of financial statement information, budgets along with maintenance and understanding of the county wide capital asset system. This position is involved in all aspects of the departmental operations, will provide mentoring of accounting staff and to other departments within the county as it relates to accounting procedures. Serve to back-up Finance Director in a variety of functions.		
DISTINGUISHING CHARACTERISTICS: This position is in the upper level of the mid level of a three level department		

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1.	<p>Maintains the accounts receivable and payable ledger to include such duties as:</p> <ul style="list-style-type: none"> - Receipts all investment income, gains and losses; - Audits bills, claims and related documents, verifying amounts and accuracy of transactions - Prepares and processes claims, recommends journal entries, manual checks, voids and direct deposit payments, complete ACH and check process, sets up vendors 1099 and W-9, submits 1099 forms, ensures accuracy of distribution formulas - Codes receipts according to accounting guidelines and rules; maintains county vendor files, correct receipts, - Reviews all accounts payable before processing and processes files; - Reconciles cash per fund. - Completes sales tax process; send out sales tax notices; performs journal entries sales tax - Match state payment run to receipts - Performs year end journal entries <p style="text-align: right;">Daily 30%</p>
2.	<p>Provides assistance and prepares various financial reports for the County, its departments or for state or federal agencies, as needed.</p>



	<ul style="list-style-type: none"> - Reviews agency funds for accuracy and prepares fund trial balances; - Completes and prepares budget reports for County departments, inputs requests, submits monthly reports and maintains budget amendments; - Completes and prepares federal and state grant reports; - Develops training procedures for departmental use on ledger reports and procedures. Monthly 25%
3.	<p>Maintains and implements fixed asset accounting procedures and processes.</p> <ul style="list-style-type: none"> - Coordinates with departments to ensure that all capital asset purchases are authorized, budgeted, and in accordance with state, federal and local laws, codes and accounting principles. - Updates and tracks capital purchases and department information. - Distributes updated information to departments; complete fixed asset spreadsheet for financials - Prepares depreciation schedules according to policy; - Calculates gains and losses and posts to accounting system and audit papers; contacts departments to develop list of auction items - Completes government activity schedule. Monthly 5%
5.	<p>Oversee specific assessments related to recycling, ditches and sewer loans, monitor to ensure county remains in compliance of federal and state statutes track receipt of payments Daily 10%</p>
6.	<p>Oversee monies received for community health;</p> <ul style="list-style-type: none"> - Research billing options for private health insurance for services (shot clinic) - Utilize PHDOC system to identify if outcomes are reached for various grant requirements - Teach county personnel how to reach required outcomes for reimbursements - Assist staff personnel in developing policy/procedure manual for optimization of time reporting. Daily 10%
7.	<p>May back up certain functions of the Finance Director as delegated. Provides work mentoring to departmental personnel, assists in training staff and other county employees, serves as a resource and assists staff in addressing accounting and finance processes and procedures. As needed</p>
8.	<p>Audits and provides internal control throughout departments in the County.</p> <ul style="list-style-type: none"> - Maintains jail inmate checking accounts and reconciles statements; - Spot checks cash controls and develops procedures to address concerns; reports violations - Assists in developing, monitoring and implementing accounting policies and controls. Monthly 5%
9.	<p>General Ledger</p> <ul style="list-style-type: none"> - Close books monthly - Complete year end adjusting entries - Prepare trial balances Monthly 5%
10.	<p>Performs other duties of a comparable level/type. As Needed</p>

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	# of Employees



	TOTAL

INDIRECT SUPERVISION:	
Number of employees indirectly supervised: Various accounting and other positions throughout the county	Total:

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
less than high school diploma		Bachelor's Degree		
High school diploma or GED.		Major field of study or degree emphasis: Accounting, Finance or related field		
1 year college				2 years college
3 years college	x			4 years college
1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:		
2nd year graduate level				
Doctorate level				
<ul style="list-style-type: none"> • Theories, practices, and procedures of generally acceptable accounting practices and principles and governmental accounting. • Theories, practices, and procedures of budgeting, financial forecasting and analysis, reporting and planning functions. • Knowledge of accounting systems, programs, and applications and use in maintaining financial records, statements, and reports. • Knowledge of relevant state and federal laws, rules and local ordinances or codes guidelines pertaining to financial accounting, tax issues and compliance issues of local jurisdictions. • Understanding of County administration policies and procedures applicable to finance and accounting processes and procedures. • Business productivity software (i.e. word processing, spreadsheets, presentational, email, or scheduling software) and accounting software/programs utilized by the County. 				

Required Work Experience in Addition to Formal Education/Training:
 Graduation from an accredited college or university with a Bachelor's degree in Accounting/Public Administration and/or equivalent amount of education and public sector experience. Certified Public Account highly preferred.
 Experience: Minimum of three years of public sector accounting experience or four years of private sector experience or equivalent combination of both.

LICENSE/	Identify licenses/certification required:
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CERTIFICATION	None required
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Oral and written communications. • Establishing and maintaining effective working relationships with employees, supervisors, department heads, elected officials, outside agencies, auditors, and the public. • Using, maintaining, enhancing and implementing financial software applications, databases, and spreadsheets. • Leading, monitoring, mentoring and training staff in assigned responsibilities and duties. • Prioritizing and organizing a variety of responsibilities. • Interpreting and analyzing fiscal and financial reports and data. • Planning, implementing and recommending new accounting systems and controls. • Preparing financial reports required by County, state or federal agencies. • Administering, implementing and carrying out the accounting functions including fixed assets; accounts receivable; accounts payable; budget monitoring and reporting. • Preparing, maintaining, and distributing special assessments to cities, townships and the County for ditches, recycling and sewer loans.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand	x			
Walk		x		
Sit			x	
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms			x	
Climb or balance	x			
Stoop/kneel/crouch or crawl	x			
Talk or hear				x
Taste or smell	x			
Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			



up to 100 pounds	x			
more than 100 pounds	x			

HAZARDOUS WORKING CONDITIONS	<p>Unusual or hazardous working conditions related to performance of duties:</p> <p>Nature of assigned duties and responsibilities involve minimal hazards and risks associated with the performance of the work. Duties are performed in typical office environmental conditions.</p>
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SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature	Date
Human Resource's Signature	Date

Classification History:
Position created 7/2014