

Job Title: Senior Accountant
Closing Date: Until Filled
Department: Treasurer
Hours: 8-4:30, 37.5 hours/week
Salary: \$85,000+

Description: Performs assigned work of considerable difficulty as related to Treasurer's office activities; Revenue posting and reporting, in professional accounting and auditing work. This position is distinguished from the accountant position because of its responsibility for higher level bank and account reconciliations, review of accountant's work and ability to assist with implementation and procedure formulation of Treasurer payment systems.

JOB NUMBER: 1314
FLSA STATUS: Exempt
GRADE: 313

POSITION SUMMARY

Under direction; performing professional accounting and auditing work; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for the independent performance of professional accounting and administrative tasks in recording revenue accounts of County departments. This class is distinguished from the accountant by the degree of complexity of assignments and project lead worker. The department head is available for consultation on difficult problems; however, the Senior Accountant is required to work on a production basis in the performance of professional accounting duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by positions in this class.

- Plans, develops and implements policy and procedures for the administration of departmental accounting, cash collections, accounts payable and payroll
- Performs general ledger accounting, including journal entries and adjusting entries
- Prepares monthly financial reports for internal planning and external use
- Performs monthly bank and account reconciliations as assigned
- Assists in annual outside audit, including developing materials, preparing schedules, and reconciling cash accounts
- Reconciles cash and investment ledgers with General Ledger
- Reviews cash activity on Bank websites and contacts banking staff to resolve problems.
- Has authority to conduct banking transactions in accordance with department procedures.
- Works with County departments to reconcile revenue and adjustments posted to Cash Book with information submitted by the departments
- Develops deposit forms and upload spreadsheets for recording revenue in Cash Book.
- Processes other checks as needed by County departments.
- Advises on accounting problems
- Assists subordinate personnel with work problems

- Sets up procedures to maximize efficiency and cost savings
- Continually works to improve internal processes
- Maintains regular attendance and punctuality

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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge of:

- Public accounting theory and practice
- Budget and fiscal procedures
- Preparation and analysis of financial statements and reports
- Account reconciliation
- Effective supervisory principles and practices
- Current office practices, procedures and equipment
- County policies and procedures

Applicable federal, state, and local laws, rules, regulations, codes, and/or statutes

Skill in:

- Planning, scheduling and supervising the work of others
- Analyzing, interpreting, and preparing financial statements and reports
- Developing appropriate methods to accomplish a variety of accounting transactions
- Using computer hardware and software including spreadsheets, databases, email, etc.
- Applying an acquired knowledge of procedures, rules, regulations and services applicable to the assigned office

Ability to:

- Manage projects and multiple priorities simultaneously
- Prioritize work
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Establish and maintain effective working relationships with department and division staff, other departments and others, such as vendors
- Communicate and use interpersonal skills to interact with coworkers, supervisor, the general public, etc. to sufficiently exchange or convey information and to receive work direction
- Ensure compliance with applicable federal, state, and local laws, rules, and regulations
- Provide leadership to effectively resolve issues
- Convey excellent oral and written communication, with the ability to summarize ideas and data clearly and concisely in an organized and appropriate manner to both finance and non-financial personnel
- Work effectively under stress
- Maintain confidentiality

EDUCATION and/or EXPERIENCE

- Completion of a Bachelor's degree in Accounting, Finance, or Economics from an accredited college or university
- Three (3) years of experience in professional accounting work; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

PHYSICAL REQUIREMENTS

The physical demands described here 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.

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 than body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Senior Accountant position and I certify that I can perform these functions.

Employee Signature

Witness

Employee Name (Printed)