

ACCOUNTANT - CONTROLLER

GENERAL STATEMENT OF DUTIES: Performs professional accounting duties in the maintenance and review of fiscal accounts; requires independent judgment on technical accounting problems, but account classifications or auditing standards are determined by department policy, County regulations or statutory requirements; work is reviewed by supervisor upon completion for over-all standards of performance; may provide direction to clerical employees; performs related duties as required.

STATEMENT OF TASKS:

Performs account analyses and prepares journal entries for asset, liability, revenue and expenditure accounts for assigned funds by compiling and analyzing general ledger transactions, source documents and related accounting information;
Performs special projects as directed by the Controller or Assistant Controller
Computes departmental totals for salaries, supplies, etc., relating them to the proper cost center within the proper accounting period;
Substantiates financial transactions with supporting documents for audit;
Reconciles financial discrepancies by collecting and analyzing account information;
Prepares payment requests by verifying documentation and requesting disbursements;
Reconciles bank accounts;
Assembles necessary data and assists in preparation of operating budgets;
Assists federal, state and independent auditors in reviewing accounts;
Utilizes computers and associated software to perform job functions.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the accounting principles, methods and practices of governmental accounting;
Ability to maintain records and prepare reports and correspondence;
Knowledge of general grant reporting and procedures;
Knowledge of office methods and procedures;
Ability to use standard office equipment, computers and associated software, including Excel;
Ability to prepare complete and accurate accounting reports with great attention to detail;
Ability to perform detailed accounting functions involving written and numerical data;
Ability to make arithmetical calculations rapidly and accurately;
Ability to attend work regularly, work under pressure when faced with meetings deadlines;
Ability to communicate effectively with others.


MINIMUM QUALIFICATIONS:

Bachelor's degree in Accounting –AND- two (2) years of experience as an accountant.

Established: February 21, 1975

Revised: January 11, 1999

Revised: November 19, 2013


Human Resources Director