

ACCOUNTANT

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- standards of performance; may provide direction to clerical employees; performs related duties as required.

STATEMENT OF TASKS:

Distributes income to proper accounts, preparing cash receipts journal;
Checks daily cash receipts with cash received;
Assembles payroll data;
Prepares and posts vouchers and takes trial balances;
Prepares cost distribution and related financial statements;
Computes departmental totals for salaries, supplies, etc., relating them to the proper cost center within the proper accounting period;
Reconciles special accounts with expenditures;
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 class specification 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 principles, methods and practices of governmental accounting;
Knowledge of office methods and procedures;
Ability to use standard office equipment, computers and associated software;
Ability to prepare complete and accurate accounting reports;
Ability to perform detailed accounting functions involving written and numerical data;
Ability to make arithmetical calculations rapidly and accurately;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Accounting:
OR

Two (2) years of college with 21 semester hours in accounting course work **AND** two (2) years of accounting experience.

Surface Water Management Only:

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



Human Resources Director

Established: February 21, 1975
Revised: January 11, 1999
Revised: September 21, 2016