

ACCOUNTANT

GENERAL DEFINITION OF WORK

Performs difficult professional and technical work involving the preparation and maintenance of fiscal or related records; does related work as required. Work is performed under the regular supervision of the Director of Finance. Supervision is exercised over assisting technical personnel.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Maintains Service Authority accounting records and statements (to include general ledger entries and adjustments, monthly and yearly reconciliation of general ledger to subsidiary ledgers);

Prepares a wide variety of accounting, fiscal, and statistical reports; designs and maintains various spreadsheets as related to monthly reports and financial statements;

Researches and provides financial data on request;

Assists external auditors and prepares required reports;

Assists in preparation of information needed for the comprehensive annual financial report;

Reviews current accounting procedures and recommends needed improvement;

Assists with developing processing procedure as new accounting software is installed and implemented;

Prepares and maintains payroll records; administers Cafeteria (Flexible Benefits) Plan; maintains time sheets and leave records;

Supervises accounts payable; reviews and approves the preparation of vendor payments; supervises the preparation of purchase orders and requests for quotation; reviews and approves the purchase of office supplies;

Assists with Service Authority cash and investment accounts; transferring funds, via wire, as necessary; makes arrangements for investment of "idle" funds; reconciles Service Authority records to monthly activity statements provided by investment agents;

Trains new employees in the work of the section;

Performs related tasks, as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of bookkeeping terminology and methods; thorough knowledge of accounting theory and principles, and their application to the accounting transactions of the area assigned; thorough knowledge of standard office procedures, practices and equipment; ability to plan and supervise the work of subordinates engaged in the preparation and maintenance of financial and statistical reports, records and documents; ability to establish and maintain effective working relationships with subordinates, County officials and the general public; ability to follow detailed oral and written instructions; ability to prepare complex financial records and reports.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from college with advanced coursework in accounting and extensive experience involving the maintenance of complex financial or statistical records, and some experience in a supervisory capacity.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

SPECIAL REQUIREMENTS

None.

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