

JOB TITLE: Senior Accountant

DEPARTMENT: Financial Administration, Jasper County

JOB SUMMARY: This position will perform professional level accounting and reporting functions in support of the county's financial operations.

MAJOR DUTIES:

- Reconciles bank statements and cash accounts.
- Performs a variety of general accounting functions; verifies the accuracy of transactions; identifies and researches discrepancies; keys financial data; maintains financial records.
- Performs internal cash transfers between funds as needed.
- Reviews general ledger; prepares and reviews journal entries.
- Prepares periodic financial statements, summaries, and reports; creates and updates queries to obtain information for financial reports; establishes and maintains physical records and files.
- Assists in compiling reports for annual audit.
- Processes a variety of documentation and reports.
- Receives and processes a variety of forms, reports, invoices, etc.
- Assists in the preparation of the annual budget.
- Tracks capital projects.
- Creates and maintains fixed-asset files and records.
- Ability to write, develop and administer grants; provides financial oversight for the administration of grants; provides information and direction to grantors and grantees regarding financial matters; updates and maintains required grant documentation and records; provides grant documents for annual audit; and assists in the preparation of the annual Schedule of Expenditures of Federal Awards.
- Deposits revenue from all county departments and outside agencies and posts to the general ledger.
- Performs special projects and other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of generally accepted accounting principles (GAAP).
- Knowledge of Governmental Accounting Standards Board (GASB) guidelines.
- Knowledge of relevant federal, state, and local laws.
- Knowledge of desktop computer operations and job-related software applications.
- Skill in using a computer, scanner, calculator, facsimile machine, and copier.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS: The Finance Director assigns work in terms of general instructions. Completed work is reviewed for accuracy, compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include accepted accounting and bookkeeping practices and county ordinances, policies, and procedures. These guidelines are generally clear and specific but require some interpretation in application.

COMPLEXITY: The work consists of varied supervisory and accounting duties. Strict regulations and the need for accuracy contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to provide financial accounting support for the county's financial operations. Successful performance ensures the efficiency and effectiveness of those operations.

PERSONAL CONTACTS: Contacts are typically with coworkers, representatives of other government agencies, bankers, auditors, vendors, attorneys, accountants, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, and resolve problems.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position may have functional supervision over assigned personnel.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college in a course of study related to the occupational field; such as accounting or finance. Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.