

BLACK HAWK COUNTY – EOE/AA

Job Description

Accountant

Position#: TBD
Job Title: Accountant
Department: Auditor
Salary Level: GS-16
FLSA Status: Non-Exempt

BASIC FUNCTIONS AND RESPONSIBILITIES:

Under general supervision, performs complex accounting, auditing and internal control functions in compliance with the Generally Accepted Accounting Principles (GAAP). Responsible supervising support staff engaged in accounting and bookkeeping procedures.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.
- Assists in preparing financial statements and journal entries; processes financial accruals; reviews and updates accounting system transactions; maintains record of budget account posting and balances for various departmental budgets and grants; prepares monthly financial reports for departments and other reports as needed.
- Performs monthly balancing of claims paid to general ledger; reconciles financial accounts by collecting and analyzing accounting information, auditing financial transactions, resolving discrepancies and monitoring expenditures.
- Periodically gathers necessary information and documents throughout the year in preparation for the annual financial audit; assists in completing audit schedule, prepares audit work papers and related documentation, provides information for external auditors both preparatory and upon request.
- Oversees and maintains the County's purchase order system; works with departments to process purchase orders, reconcile purchases to general ledger and document financial transactions associated with purchase orders.
- Assists in maintaining the County's asset management system; maintains detailed fixed asset listings, reconciliations, and supplemental/supporting reports.
- Provides guidance to support staff including training, answering questions, distribution and checking daily work assignments.
- Responds to department inquiries regarding accounting issues, and researches discrepancies; may make recommendations to resolve the reconciliation of discrepancies.
- Serves as a backup resource to other Auditor staff in a variety of functions, including accounts payable/receivable and payroll activities.
- Assists in the preparation and maintenance of budgets and annual reports including the 1099 reporting process.
- Other duties as assigned.

SUPERVISION RECEIVED:

- Administrative and functional supervision is received from the Payroll & Accounting Manager.

SUPERVISION EXERCISED:

- Functional supervision is exercised over support staff.

QUALIFICATIONS:

- Bachelor's Degree (BA) in Accounting or a related field from a four-year college or university with at least one (1) years related experience and/or training; OR any equivalent combination of training, education and experience that provides the required knowledge, skills and abilities.
- Must have valid Iowa driver's license and be insurable under the County's guidelines.
- Knowledge of Generally Accepted Accounting Principles, general ledger functions and month-end/year-end close processes required; knowledge of governmental accounting preferred.
- Knowledge of accounting software; management systems; database software; internet software; spreadsheet software, and word processing software is necessary.
- Demonstrated experience in applicable areas, including supervision.
- Must maintain a high level of accuracy and attention to detail.
- Ability to prepare and develop financial statement using complex formulas.
- Ability to collect data, keep accurate records and prepare reports.
- Ability to prioritize work to meet established reporting deadlines.
- Ability to maintain confidentiality.

- Ability to maintain compliance with applicable state and federal laws.
- Ability to establish and maintain effective working relationships with employees, outside agencies, vendors, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS.

The work environment and physical demand characteristics 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. Refer to the "Essential and Marginal Function Analysis" statement for a complete description of essential functions and functional requirements.

- Position is in an indoor office setting and requires frequent use of office equipment such as computers, copies, fax machines, telephones.
- Position requires substantial interaction/communication with other employees as well as the general public and department affiliates.