

ROUTT COUNTY

CLASSIFICATION: Accountant

Created: May 2023

Department: Accountant

Family: Professional/Technical

Approved By: County Manager

Pay Scale: Accountant

FLSA Status: **Non-Exempt**

Date:

SUMMARY:

Under general supervision, performs technical accounting; reconciles and maintains general and subsidiary ledgers in the County Finance Department; responsible for preparing salary and benefit forecasts; prepares routine financial reports, spreadsheets and statements; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

An incumbent in this class performs technical financial duties in support of the centralized countywide financial systems. The incumbent works alone on a routine or regular work assignments and checks with Finance Director or Accounting Managers on non-routine assignments or when in doubt as to the correct procedures to follow. Duties require knowledge, interpretation, and application of administrative rules, policies, codes, laws, ordinances and technical terminology associated with accounting.

SUPERVISION EXERCISED:

An incumbent in this class does not directly or indirectly supervise the work of other employees, but will review the work of other employees and may serve as a lead worker with some responsibility for the work performed by a group of lower level office support staff.

JOB DUTIES:

The duties listed below represent the various types of work that may be performed. The omission of specific duties does not prevent the assignment of work that is appropriately related to this class.

General Ledger:

- Thorough knowledge of how debits/credits are used to complete reconciliations and make correcting journal entries accurately.
- Prepares monthly journal entries to allocate, record and correct County-wide transactions.
- Reconciles all subsidiary ledgers to the general ledger and makes adjustments where necessary.
- Reconciles Treasurer Pooled Cash Fund to the various funds of the County.
- Maintains monthly financial statements with current Generally Accepted Accounting Procedures (GAAP), Governmental Accounting Standards Board (GASB) and Federal Accounting and Auditing standards.
- Documents procedures and processes in a timely manner.
- Assists in the preparation of entity-wide financial statements, fund financial statements, budget to actual financial statements, notes, schedule of expenditure of Federal Awards, etc.
- Assists in the development and maintenance of the system of internal control. Transactions should be properly classified, authorized, recorded, valued properly, verifiable, and recorded in a timely manner. In addition, there should be an adequate segregation of duties.
- Assists in the annual audit of the financial statements, assists the auditor with any questions and prepares any audit work papers, confirmations, and schedules used by the auditor.
- Maintains the customer account receivable module and corrects department invoice/customer entry errors.
- Reviews account receivable aging reports to determine accounts that are uncollectable.

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- Continually updates documentation of processes and procedures, adjusting for software updates/upgrades, making note of failures and work-a-rounds in a manner that a different staff person would be able to finish the project if necessary.

Budget:

- Manages system setup for projections throughout the phases/levels of the budget process. Coordinates data connections between the ERP system and Excel files, including importing/merging until adopted budget is posted to the General Ledger, and then for supplemental budget adjustments.
- Monitors integrity of data, determines root cause and resolves database issues.
- Manages personnel portion of the annual budget process, including coordination with Human Resources, Accounting Managers and Departments. Prepares, presents and tracks salary and benefit scenarios for the annual budget - salary initiatives, proposed changes to the benefit package, and value of accrual modifications. Shares employee-level data for insurance pool planning. Analyzes and summarizes year-over-year rollup of personnel budgeted changes.
- Works with Human Resources and Payroll to facilitate implementation of budgeted personnel changes at the beginning of each year, and assists with subsequent modifications as needed. Monitors changes to FTEs against budget (aka Position Control).
- Yields consistency to data approach/structure and insures ERP changes are made with consideration to Budget and General Ledger impacts as day-to-day needs arise in Human Resources and Payroll.
- Continually updates documentation of processes and procedures, adjusting for software updates/upgrades, making note of failures and work-a-rounds, in a manner that different staff person would be able to finish the project if necessary.
- Provides technical assistance in preparing departmental and county-wide budgets.

Other Financial and General Support:

- Provides payroll, accounts payable, and accounts receivable training and backup to County Departments.
- Assists in the preparation of the annual certification of property taxes. Compiles the assessed valuation and mill levy information for all taxing entities, verifies this information with the Assessor records and reviews for accuracy.
- Attends meetings and trainings: serves on committees, teams, and task forces as assigned, performs and/or participates on special projects.
- Reviews and tests Enterprise Resource Planning (ERP) system upgrades and implementation to ensure accurate results.
- Assists in the preparation of the debt issue documents.
- May direct, monitor and lead the work of other employees.
- Performs other related duties as assigned.

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QUALIFICATIONS:

Education and Experience

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A four-year bachelor's degree in accounting from an accredited college or university.

Experience:

- Three plus years of financial accounting experience. Governmental accounting or audit experience is preferred.
- Or a combination of education and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certificates:

- May require a valid license to drive a vehicle in Colorado.

Knowledge of:

- Organizational accounting and budgeting procedures.
- Tyler Munis ERP and Tyler Eagle accounting software systems is preferred.
- Thorough knowledge of how debits/credits are used to accurately complete reconciliations and correct journal entries.
- Basic laws and requirements applicable to government accounting.
- Advanced office practices, procedures, and equipment, including the use of personal computers, standard business software, and enterprise financial applications.
- Principles and practices of supervision and leadership.
- Correct spelling, grammar, and punctuation.
- Standard formats applicable to a variety of correspondence and business documents.
- Standard alphabetical, numerical, and chronological filing methods.
- Business mathematics including addition, subtraction, multiplication, division, fractions, and percentages.

Ability to:

- Apply government accounting principles to the creation and recording of financial and accounting transactions and the reconciliation of accounts.
- Quickly learn and apply the laws, regulations, policies, and procedures applicable to the area(s) of the assignment.
- Review financial and accounting records for accuracy and compliance with laws, policies, and standards.
- Prepare financial and accounting reports and statements in accordance with pre-established

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requirements.

- Follow oral and written instructions accurately and efficiently.
- Establish and meet deadlines.
- Effectively utilize ERP software as applicable to job duties.
- Read and understand a variety of information, including technical information associated with assigned programs and services.
- Exercise independent judgment with limits of authority.
- Organize and prioritize assignments.
- Perform accurate and detailed mathematical and financial calculations.
- Create and organize numerical tables, schedules, and data.
- Operate standard office equipment such as personal computers, copiers, scanners, fax machines, calculators, and multi-line phone systems.
- Effectively utilize standard business software, including word processing, spreadsheet, database, Internet, and email programs to track and maintain information.
- May direct, monitor, and lead the work of other employees and/or volunteers.
- Provide formal or informal job duty training to others.
- Maintain the confidentiality of information.
- Type accurately and at a speed that is sufficient to efficiently perform assignments.
- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted during work, including customers, co-workers, other county employees, and the general public.

PHYSICAL AND MENTAL STANDARDS:

The physical and mental standards described here are representative of those that must typically be met by employees to perform the essential functions of this class successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently sit at a desk for extended periods of time.
- Frequently use finger dexterity and operate a keyboard.
- Regularly lift 10 pounds and occasionally lift 25 pounds.
- Frequently use vision to read documents, view computer screens, and see close and distant objects.
- Frequently use speech and hearing to engage in conversation, in person, and over the telephone.

TYPICAL WORKING CONDITIONS:

- The employee typically works in a standard office environment where the noise level is moderate.
- Job duties may occasionally require working extended hours or hours outside of the regular schedule.

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*Adopted: 00-00-00

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