



MEMORANDUM

TO: Jay Harrington
FROM: Stephanie Pearce, Human Resources Generalist
DATE: May 3, 2023
RE: Request Approval of the Accountant Job Description and Pay Scale

This is a request to approve the new Accountant job description and pay scale. The Accountant 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.

Education, licenses, and experience required:

- A four-year bachelor’s degree in accounting from an accredited college or university.
- Three plus years of financial accounting experience. Governmental accounting or audit experience is preferred.
- Or a combination of education and experience that provides the knowledge, skills, and abilities required for the job.
- May require a valid license to drive a vehicle in Colorado.

Attached is the job description and the proposed pay scale for your approval.

I researched Employers Council (EC) Public Employers 2022 salary data to determine this role's pay scale. I benchmarked this position against a combination of the General Accountant II and General Accountant III positions. To stay consistent with our recent compensation study, I used the All Colorado Average for the positions and used the average of the two pays. I used the average because the duties aligned with both positions, except for the years of experience falling between the two positions.

I recommend approval of the proposed Accountant job description and pay scale and request approval to place the pay scale request on the Commissioners agenda for their consideration for approval.

County Manager Comments: County Manager approved 05/05/2023.
