



## Accountant Finance

FIN/6

### JOB SUMMARY

This position performs accounting and financial analysis duties in support of county government operations.

### MAJOR DUTIES

- Processes financial transactions to ensure that municipal finances are maintained in an effective, current, and accurate manner.
- Monitors county expenditures against budget allocations for all departments.
- Reconciles all check and savings accounts monthly.
- Updates general ledger to reflect expended funds.
- Maintains petty cash.
- Monitors cash receipting and other revenues received; credits appropriate funds to reflect revenues received; maintains financial statements reflecting revenues received.
- Prepares and maintains budgetary and financial reports.
- Updates general ledgers and balance sheets.
- Creates and posts journal entries.
- Processes various receivables.
- Processes accounts payable.
- Audits all department accounts for completeness, accuracy, and compliance with procedures; advises management concerning discrepancies; enforces internal controls; coordinates audits with external auditors; assists auditor in the preparation of annual financial statements.
- Prepares monthly and annual financial reports; creates and posts journal entries; reviews and analyzes financial statements for accuracy; prepares historical data regarding line item expenditures, revenues and funds; prepares and maintains budgetary and financial reports.
- Performs related duties.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of generally accepted accounting principles, audit procedures, and the principles and methods of modern accounting.
- Knowledge of municipal budget development and administration principles.
- Knowledge of Governmental Accounting Standards Board policies.
- Knowledge of computers and job-related software programs.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise reports.
- Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Finance Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include generally accepted accounting principles, audit guidelines, Governmental Accounting Standards Board guidelines, and county policies and procedures. These guidelines require judgment, selection and interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied accounting and financial analysis duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to perform accounting and financial analysis duties in support of county government operations. Success in this position contributes to financial health of the county.

## **CONTACTS**

- Contacts are typically with co-workers, auditors, bank officials, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; or to justify, defend or negotiate matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.
- The work is typically performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
  - 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.
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- Applications should be submitted to [jobs@baldwincountyga.com](mailto:jobs@baldwincountyga.com)