



# JOB DESCRIPTION

<i>Title</i>	<b>Accountant II</b>			
<i>Department</i>	Budget & Finance			
<i>Job Class</i>	14 A (3 or 4)	<i>Safety</i>	No	
<i>Labor Union</i>	AFSCME Local 2746 Courthouse/Roads	<i>FLSA</i>	Non-exempt	
<i>Created</i>	Mar 2009	<i>Revised</i>	Aug 2022	<i>Reviewed</i> Aug 2022

## **Purpose**

Perform a wide variety of standardized and complex accounting duties associated with validation, examination, coding, reporting, and reconciliation of fiscal, financial and statistical records as well as special assignments or studies as determined by the Budget & Finance Manager.

## **Essential Functions**

A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Perform accounts receivable duties: Accept monies and audit departmental deposit remittances, maintain cash receipts journal, balance monies and prepare and deposit funds into appropriate accounts or disburse to other agencies. Monitor contract award amounts as properly collected.
- Perform accounts payable duties: Examine purchase orders and claims from other departments to ensure appropriate approvals, check mathematical accuracy.
- Serve as back-up to the county payroll specialist. Maintain county's in-house payroll operation, prepare monthly payments for employer and employee payroll deductions, oversee and train other departments on time entry procedures and understanding payroll reports.
- Manage or assist in duties associated with employee benefits. Prepare and manage the PERS contribution reporting and reconciliation, SAIF quarterly and annual reports and audits. Process COBRA payments from retired or terminated employees. Act as liaison to Human Resources in maintaining employee insurance applications and forms.
- Serve as assistant to the program administrator for the county's procurement card program. Aid in training departments and answering questions regarding the program. Reconcile all department transaction log reports to monthly procurement statements.
- Determine the need for and prepare general ledger journal entries and transfers upon approval by management. Research and assist departments with requested journal entries.
- Prepare audit reporting schedules and assist county auditors as required.



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- Research and stay current with PERS updates and communicate information to county staff.
- May be asked to manage several ongoing projects and tasks, assist with payroll-associated and other accounting tasks as needed, develop and maintain department procedures, routines, and filing systems, compose a variety of documents such as letters, memos, reports, charts, agendas, legal notices, etc., as assigned by the Budget and Finance Manager.
- May assist with annual budget related duties as assigned, such as creating payroll cost sheets, determining ending cash balances by fund and department, tracking and maintaining budget-related spreadsheets.
- Perform department reception and customer service duties, professionally greet visitors, respond to incoming telephone calls, determine nature of call and provide accurate information to forward to the appropriate staff or department. Respond to inquiries and/or complaints directed from the public.
- Perform basic office tasks, including picking up, sorting, and distributing mail, communicating with employees and outside parties via email, phone, and fax.
- Follow all safety rules and procedures established for work areas.

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## ***Mandatory Qualifications***

### *Education and Experience:*

A four-year degree in Accounting or Business Management with a minimum of three years' experience in same OR any satisfactory combination of education and experience in government/public accounting or closely related field.

### *Knowledge, Skills and Abilities:*

Broad knowledge of general accounting and financial analysis techniques. Thorough knowledge of accounting practices/bookkeeping, new accounting standards (GASB 34), and banking procedures (knowledge of governmental accounting and fund accounting specifically). Knowledge of general office practices and procedures, prior cash handling and investment experience, operation of standard office equipment, data entry, and spreadsheet applications. Advanced knowledge with the preparation, writing, tracking, researching, and analyzing of a variety of financial documents and reports.

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## ***Desired Qualifications***

Previous experience in local government accounting. Knowledge of specific spreadsheet software programs utilized within the county. LGIP Governmental Accounting certification and Notary Public certification is desirable.

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## ***Physical Demands***

Physical demands of the position are minimal involving moving materials, books, files, etc., weighing up to 5 pounds. Flow and character of duties require normal mental and visual attention along with manual coordination for at least 50% of the work period.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands

## ***Working Conditions***

Typical working office environment.

## ***Supervision Received and Exercised***

Works under the direct supervision of the Budget & Finance Manager. Supervision is not a typical responsibility of this position. May provide information and assistance to new department personnel regarding processes, policies and procedures.