



JOB DESCRIPTION

<i>Title</i>	Accountant I	<i>Created</i>	
<i>Department</i>	Public Health	<i>Revised</i>	Feb. 2011
<i>Job Class</i>	A 13	<i>Safety Sensitive</i>	No
<i>Labor Union</i>	AFSCME Local 2746 Courthouse/Roads	<i>FLSA</i>	Non-exempt

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 and special assignment or studies as determined by supervisor or department head.

Essential Functions

- Perform accounts receivable duties including acceptance of monies and auditing departmental deposit remittances, maintenance of cash receipts journal, balancing of monies and preparing for and depositing funds into appropriate accounts or disbursing to other agencies, and monitor contract award amounts as properly collected.
- Maintain cash balances daily/transfer funds for investment (keeping the least amount practical in the checking account). Track interest rates for investment use. Maintain contact with banks daily to ensure proper collateral for county funds.
- Perform accounts payable duties including examination of purchase order and claims from other departments to ensure appropriate approvals, check mathematical accuracy and proper appropriations cited, post to appropriate ledger or input on computer terminal. Prepare prepays and cancellations as necessary. Assist county personnel and outside vendors in regard to payables and maintenance of contracts.
- Prepare tax distributions to taxing bodies for property tax, timber, Western Oregon Severance tax, and miscellaneous monies received by county for distribution to taxing bodies. Maintain contact with various taxing bodies to respond to questions or resolve problems.
- Determine the need for and prepare general ledger system journal entries and transfers, upon approval of management. Reconcile bank statements and fund balances monthly.
- Perform accounting tasks as necessary to process county payroll and associated reports and filings. Prepare payroll cost sheets and other spreadsheets for budgeting purposes. Assist supervisor or department head in determining ending cash balances by Fund and Department.
- Prepare cost distributions by department for various expenses, e.g. photocopying, postage, telephone, etc. Prepare reconciliations and statements for use by other departments.
- Prepare audit reporting schedules and assist auditors. Monitor federal and state



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funded programs and submit reports as required.

- Perform various other accounting related tasks, e.g. maintaining and collecting Accounts Receivable from various billing agencies, collecting and auditing county room tax records and maintaining contact with room tax customers, process lien payments, maintain fixed asset records etc.
- Prepare special projects and reports relating to budget, grants, vehicles, etc. as assigned by supervisor or department head.
- Follow all safety rules and procedures established for work areas.

Auxiliary Functions

Provide back up and assistance to other personnel in department as workload or staffing levels dictate. Perform audit schedules as requested. Assist in designing and implementing new personal computer applications. Write RFP's and assist in providing input to Department purchasing decisions. Perform general clerical tasks, e.g. photocopying, typing, maintain lists, filing, telephone, etc. Prepare abandoned property schedules in compliance with State laws as requested. Maintain work area in a clean and orderly manner.

Mandatory Qualifications

Thorough knowledge of accounting practices/bookkeeping and banking procedures (knowledge of governmental accounting and fund accounting specifically). Knowledge of office practices and procedures, prior cash handling and investment experience, operation of standard office equipment, data entry, and spreadsheet applications. Equivalent to high school plus additional broad specialized training equal to two years college. Over two years' experience in performing similar duties, or any satisfactory combination of experience and training.

Desired Qualifications

Previous experience in local government accounting. Equivalent to a four-year degree in accounting. Knowledge of specific spreadsheet software programs utilized within the county. LGIP Governmental Accounting certification and Notary Public certification is desirable.

Physical Demands

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

Working Conditions

Professional working office environment.



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Supervisory Responsibility

Supervision is not a typical responsibility of this position. May provide information and assistance to new personnel in department regarding procedures and policies.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.