



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Senior Accountant

Department: Accounting

Pay Grade: 113a

FLSA Status: Non-Exempt

JOB SUMMARY

This position is a senior level accountant requiring a broad knowledge of accounting principles and procedures. Under limited supervision of the Finance Director or higher supervisory level, this position is responsible for technical accounting, financial and budgetary functions of the County including periodic review and analysis of monthly financial statements and account balances, documenting and advising on technical accounting research; professional accounting functions in the recording and reporting of financial transactions. Prepares the County budget and all financial reporting in accordance with GASB and GAAP, assists department directors, staff, vendors and the general public as requested, and prepares a variety of internal and external financial reports. May supervise subordinates engaged in accounting work.

ESSENTIAL JOB FUNCTIONS

- Prepares various monthly financial reports and related statements that reflect the County's financial condition.
- Acts as a technical accounting resource for staff including researching and reporting on new accounting standards or interpreting and implementing existing standards.
- Manages and maintains the accounting system set-up for expenses and budgets; manages FTE and position changes as it relates to budget.
- Assists with the development of accounting, budgeting, and finance policies and procedures and assists in the oversight and general supervision of the County's accounting function.
- Reconciles and monitors funds including: A/R and A/P, reviews and maintains General Ledger accounts, analyzes revenues and expenditures, adjusts journal entries, compiles and analyzes data, researches and analyzes transactions to resolve budget issues, and provides analysis of available funds at management's request.
- Performs monthly cash analysis and treasurer cash reconciliation.
- Prepares various reports for federal, state, and other outside agencies as well as for internal accounting.
- Prepares audit work papers and prepares financial statements for the Annual Comprehensive Financial Report in accordance with GAAP.
- Audits and processes payments for various contracts and miscellaneous expenses.
- Monitors and reports on the status of state and federal grants; reviews and audits grant contracts, amendments, and other documents to ensure grant compliance.
- Monitors and maintains records on the County's fixed assets.

- Adheres to all County policies and procedures, and all laws and regulations as they pertain to the management of assigned area.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree from a four-year college or university with major coursework in accounting or a related field; and two (2) years of related experience including experience in budget preparation and financial reporting systems, or an equivalent combination of education and experience.

Special Qualifications:

Possession of a valid, State of Colorado driver's license. Requirement exists at the time of hire and as a condition of continued employment. The employee may be required to travel occasionally with some trips outside the County, which may require overnight stays.

Knowledge, Skills and Abilities:

- Knowledge of financial system applications and processing.
- Knowledge of the application of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) pronouncements, and Generally Accepted Auditing Standards (GAAS).
- Knowledge of Government Fund Accounting.
- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Skill in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Ability to prioritize and handle multiple competing tasks and demands, and ability to prepare and interpret a variety of financial statements, reports, and analyses.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Ability to apply general rules to specific problems to produce answers that make sense.
- Knowledge and proficiency in financial accounting software and in a variety of other computer software applications such as Microsoft Products (Word, Excel, etc.).
- Skilled in organization and time management skills.
- Ability to maintain a high level of professionalism.
- Ability to accurately and effectively transmit and receive information that is necessary to the accomplishment of goals and objectives including effective written and oral communication.
- Ability to keep customers, subordinates, peers, and supervisors informed; and the ability to listen.
- Ability to maintain courteous and effective working relationships with the public, County departments, co-workers and other agencies.

PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or occasionally lift and/or move up to 50 pounds. Additionally, this position also requires the ability to regularly use hands to finger, handle, or feel; reach with hands and arms; and talk and hear; to sit regularly; occasionally stoop, kneel, crouch, or crawl; use close vision and adjust focus.

WORK ENVIRONMENT

The noise level in the office work environment is usually moderate.