



JOB DESCRIPTION

Title	Accountant III - Treasury	Created	Feb. 2015
Department	Budget & Finance	Revised	
Job Class	A 16	Safety Sensitive	No
Labor Union	AFSCME Local 2746 Courthouse/Roads	FLSA	Non-Exempt

Purpose

Perform a wide variety of advanced accounting, auditing and budgeting assignments. Perform complex accounting duties associated with validation, examination, coding, reporting, and reconciliation of fiscal, financial and statistical records, as well as provide complex analysis and support associated with preparing financial reports and special assignment or studies as determined by the Finance Director for use by management and staff.

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. Monitor checking account on a daily basis and post all ACH/EFT deposits. Process wire transfers and loan payments as needed.
- Prepare tax distributions to taxing bodies for property tax, timber, Western Oregon Severance Tax, Railcar Tax, Electric Co-op Tax, Refuge Revenue Sharing, and miscellaneous monies received by County for distribution to taxing bodies. Maintain contact with various taxing bodies to respond to questions or resolve problems.
- 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. Determine purchases as capital fixed assets or standard items to be expensed according to County policy and proper accounting standards. Provide assistance to County personnel and outside vendors regarding payables and maintenance of contracts. Process the County's bi-weekly accounts payable check issuances.
- Maintain the chart of accounts in the financial general ledger system and create new accounts as requested by other departments. Assist departments with navigation of the general ledger system. Reconcile fund balances monthly.
- Maintain cash balances daily. Transfer funds for investment, maintaining the necessary balance for interest to offset fees in the checking account. Track interest rates for investment use. Be familiar with current collateral requirements for County funds. Post bi-monthly payroll and transfer cash as needed for this function.
- Serve as assistant to the program administrator for the County's procurement card program. Act as the first point of contact for departments. Aid in training departments and answering questions regarding the program. Reconcile all department transaction log reports to monthly procurement statements. Keep up to date on current program requirements.



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- Create cost sheets for annual budgetary purposes. Create other spreadsheets as required to assist departments with budgetary needs. Assist with the production of the County's annual budget document and help departments navigate the budget module within the general ledger system.
- Ensure and participate in the accurate recording, balancing and classification of income and expenditures to proper departmental accounts in accordance with established procedures, ordinances, laws, and pronouncements from the Government Accounting Standards Board. Reconcile accounts and make adjusting entries as necessary. Resolve inquiries from other County departments and organizations regarding pertinent laws, County, and departmental policies as related to accounting information and/or refer to appropriate resource.
- Develop, prepare and maintain a variety of accounting/financial reports, worksheets and trial balances regarding the financial condition of the County and its departments.
- Determine the need for and prepare general ledger journal entries and transfers, upon approval of management. Provide assistance and do research for departments requesting journal entries, including monthly and quarterly inter-departmental billings. 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 County auditors as required. Other assigned audit duties for preparing financial statements. Maintain accurate records on all trust accounts.
- Prepare special projects and reports relating to budget, grants, vehicles, etc. as assigned by Finance Director. Assist Management in determining ending cash balances by Fund and Department.
- Assist with reception and customer services duties; professionally greet visitors, respond to incoming telephone calls, determine nature of call and provide accurate information to forward to appropriate person or department; respond to inquiries and/or complaints directed from the public; pick up, sort and distribute mail; perform basic office tasks (fax, photocopy, e-mail, etc.)
- Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
- Follow all safety rules and procedures established for work areas.

Mandatory Qualifications

Thorough knowledge of accounting practices/bookkeeping, new accounting standards (GASB), 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. A four-year degree in Accounting or Business Management or commensurate experience in accounting or closely related field. Broad knowledge of general accounting and financial analysis techniques. A minimum of three year's experience performing similar duties.



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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.

Physical Demands

Physical demands of position are minimal involving the moving of materials, books, files, etc., weighing up to 20 pounds. Flow and character of duties require normal mental and visual attention along with manual coordination.

Working Conditions

Usual office working environment.

Supervisory Responsibility

Supervision is not a typical responsibility of this position. May provide information, training and assistance to new personnel in department regarding policies, procedures, and daily tasks. Provide oversight for Finance Admin staff with bank reconcilements, 1099 reporting, and unclaimed property reporting.

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.

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