



JOB DESCRIPTION

Title	Accountant I	Created	
Department	Various Departments/Offices	Revised	April 2018
Job Class	A 13 4	Safety Sensitive	Location specific
Labor Union	AFSCME Local 2746 Courthouse/Roads	FLSA	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 and/or grants as determined by supervisor or office.

Essential Functions

- Perform accounts receivable duties including acceptance of monies and auditing office 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.
- Perform accounts payable duties including examination of purchase order and claims from other divisions/departments to ensure appropriate approvals, check mathematical accuracy and proper appropriations cited, post to appropriate ledger or input on computer terminal. Provide assistance to County personnel and outside vendors in regards to payables and maintenance of contracts.
- Performs or assists in performing a number of operational functions including transaction auditing, purchasing, payroll verification or reconciliation, general ledger entries, performs account reconciliations, prepares supporting work papers, cash balances, proofs and schedules.
- Prepares or assists in preparing a variety of detailed periodic and annual reports, spreadsheets and summaries for use by management; assists in the preparation of annual operating budgets; ensures selected general ledger accounts and annual reports accurately reflect the financial position of assigned work function or program.
- Learns and applies laws, rules, regulations and fiscal policies and procedures applicable to assigned work functions, programs and/or grants; monitors, coordinates and may recommend adjustments to fiscal systems.
- Performs or assists in performing and reviewing standard financial transactions to assure accuracy and conformity with generally accepted accounting principles and with State statute, County policy, established procedures and availability of funds; determines and initiates appropriate action; assists in development and implementation of financial policies and procedures; assists in reviewing and evaluating accounting systems and recommends related improvements.
- Assists in reconciling and analyzing grants; prepares reimbursement requests for review; determines proper coding; processes payments to contractors/vendors; tracks



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funding sources; collects data to generate various performance/financial reports for review by management.

- May coordinate and review work of clerical staff in making entries, reconciliations and performing other fiscal record maintenance work.
- 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 general clerical tasks, e.g. photocopying, typing, maintain lists, filing, telephone, finger printing, background checks, etc. 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. Some positions may benefit from previous experience with Law Enforcement Data System and Department of Corrections DOC400 system.

Physical Demands

Physical demands of position are minimal involving the moving of materials, books, files, etc., weighing up to 25 pounds. Duties require mental effort to assess problems, solutions and processes which will require visual acuity, physical effort, or dexterity to complete associated tasks for at least 50% of the work period.

Working Conditions

Professional office working environment.

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.

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