

SENIOR ACCOUNTANT (CONTROLLER'S OFFICE)

DEFINITION

Under general direction of the Assistant Controller, this position has county-wide accounting responsibilities. This position will process bills for payment by performing batch edits and scheduling; apply departmental accounting policies and procedures; prepare financial reports for submission to the Personnel and Finance Committee; develop capital project reports for submission to the Public Works Committee; process purchase order encumbrances; reconcile monthly procurement card billings; prepare complex journal entries and assist the Assistant Controller in the processing of the monthly trial balance and year-end book closing and serve as back-up to the Assistant Controller.

EXAMPLES OF DUTIES

Supervise accounting staff; interpret and apply County provisions of the annual budget; participate in the design and modification of office accounting and report systems and forms; help analyze complex financial data for reports to departmental management which will include actual and estimated expenditures and revenues; prepare capital project fiscal statistical and performance reports; process the County's bills and accounts, purchase order encumbrances and disbursement of the procurement card bills; assist in the preparation of monthly journal and appropriation entries and assist the Assistant Controller with monthly trial balance reports and annual closing of the County's books.

EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to graduation from college with a degree in accounting and two years of professional accounting experience. Additional credit will be awarded for governmental and centralized accounting systems and auditing experience.

Knowledge, Skills and Abilities: Comprehensive knowledge of established accounting principles and practices; knowledge of Governmental Accounting Standards Board (GASB) pronouncements and rules; knowledge of governmental board fund accounting; some knowledge of the legislative process; possession of oral and written communication skills; skill in using Word and Excel applications; ability to develop clear oral and written reports; ability to establish and maintain cooperative working relationships.