



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Sr Accountant/Financial Analyst</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/>
	<small>(Please check one)</small>	
REPORTS TO: <u>Auditor</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>03/2016</u>
DEPARTMENT: <u>Auditor's Office</u>		JOB CODE: <u>203</u>

SUMMARY:

With minimal supervision, this senior level accountant position is responsible for significant coordinating responsibilities pertaining to county-wide financial reporting activities and county-wide budget activities.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Provides high level professional accounting functions for all County funds. Interprets and applies generally accepted accounting principles (GAAP) and applicable Governmental Accounting Standards Board (GASB) pronouncements to all County financial activities and transactions.

Reviews new GASB pronouncements to determine applicability and assists the County Auditor in developing implementation strategies. Assists the Auditor with the development of internal control and financial, accounting, and reporting policies.

Reviews accounting transactions generated by other County offices and provides accounting guidance as needed to ensure compliance with the County's financial policies, accounting standards, and/or financial reporting requirements; initiates corrective action when needed. Advises County offices and departments concerning allocation of funds, assignment of accounting codes, accounting treatment, and other financial matters.

Researches and analyzes all financial operations associated with assigned county funds and/or departments. Prepares adjusting entries for county funds in conjunction with the annual fiscal year closing process and coordinates the year-end internal analytical review

process.

Responsible for coordinating financial statement and annual audit preparation activities for the Auditor's Office and coordinates the compilation and preparation of the Comprehensive Annual Financial Report (CAFR) and all other related reports. Plans and coordinates the preparation of the Schedule of Federal Awards (SEFA). The coordinating role for the CAFR and SEFA entails developing an overall timeline (with specific tasks and deadlines) and communicating this to other Auditor's Office staff and monitoring progress to ensure that work is completed in accordance with deadlines.

Prepares ad hoc financial analysis and reports for various federal/state/local agencies, county officials, commission-appointed committees, external auditors and others as needed or as directed by the County Auditor. Attends and presents financial information at commission meetings, work sessions, or other meetings as needed.

Assists County Auditor in developing financial forecasts and projections: determines relevant data, locates data sources, collects data, designs and runs analyses, and summarizes findings in a useful and effective reporting format. Assists the Auditor in designing and implementing long-range financial planning activities.

Prepares internal service charge allocations, calculates all personnel salaries and benefits, and coordinates with the Human Resources Department (or other appropriate personnel) to implement salary classification and reorganization requests approved during the budget process.

Develops, coordinates, and conducts financial and budget training and assists user department personnel in the preparation of revenues and expenditures in the budget system. Coordinate directly with high level management and other professional staff within the County in the preparation, review, and production of the budget document.

Performs analyses of various departmental data during the budgeting process and prepares detail and summary information packets for budget meetings while effectively managing multiple budget projects under stringent deadlines. Reviews departmental estimates and requests for compliance with budget guidelines, consistency, reasonableness, and completeness; analyzes trends, identifies and compiles relevant financial data, noting areas of concern for Auditor review.

Develops a detailed internal budget calendar and coordinating budget activities and deadlines for Auditor's Office staff as well as personnel in other offices. Oversee the compilation and analysis of data for the published budget book, including the preparation of tables, charts, graphs, reports, and summaries.

Compiles and analyzes data needed for capital asset replacement planning, and any other financial or budget-related activity.

Perform mid-year review of assigned budgets and develop estimates for current year actual revenues and expenditures.

Review and approve all Personnel Action Forms for assigned departments; review and certify all contracts for assigned departments.

Identify software/program deficiencies and functionality improvements; prepare IT HelpDesk request and assist Auditor in defining end-user requirements, testing, and implementation.

Performs other duties as assigned.

KNOWLEDGE & SKILL

1. Ability to utilize technology such as AS400 (IBM i-series), spreadsheet formulas, queries to collect, analyze, and summarize financial data for financial decision-making purposes.
2. Skill in researching, designing, and developing technical financial reports to present complex financial and statistical information in a clear and succinct manner.
3. Ability to develop and expand working knowledge and understanding of the County's various departmental operations.
4. Considerable knowledge of accounting practices and procedures in a government setting.
5. Ability to interpret and implement accounting rules and procedures.
6. Considerable knowledge of relevant federal and state regulations.
7. Advanced ability to use computers and related accounting software/systems in performing financial tasks, specifically in spreadsheets and databases.
8. Thorough knowledge and experience in governmental operating and capital budgeting, including knowledge of principles, theories, organizational structure, functions, and operations.
9. Ability to evaluate and formulate policies and procedures, make appropriate recommendations, and implement approved recommendations.
10. Knowledge of research and analysis methodologies and the ability to conduct research and prepare comprehensive reports in a clear and succinct manner.
11. Skill in communicating complex ideas effectively orally, in writing, and in making presentations to groups.
12. Ability to work well with all levels of elected officials, department directors, managers, and other employees.
13. Ability to manage time and work under pressure with stringent deadlines.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls,

and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Accounting and five years of successful, increasingly responsible experience as an accountant with some of the experience specific to governmental entities or any equivalent combination of education and experience.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.