



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: Accountant I **NEW:** **REVISED:** X
(Please check one)

REPORTS TO: Auditor **FLSA:** Non-Exempt **DATE:** 02/2019

DEPARTMENT: Auditor **JOB CODE:** 203

SUMMARY:

With minimal supervision, this highly responsible, professional accountant position will support and complement the work of the accounting staff within the office. This work includes the interpretation and implementation of Governmental Accounting Standards Board rules and procedures. The employee in this position will participate in the preparation of financial and budget reports and in the maintenance of the County’s financials, budgetary records, and ERP system.

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.*

Participates in development of policies and procedures for annual budget process; coordinates with Information Technology to develop procedures and reports; analyzes and reviews budget submissions and budget requests; evaluates revenue and expenditure projections; works closely with the ERP system; meets with Auditor, elected officials and department heads to review budgets; develops and updates budget presentations and analysis.

Provides budget analysis throughout the year; updates Auditor on budget-items; evaluates and recommends approval of requests for budget revisions and amendments; reviews and certifies contracts; serves as a backup to review and approves fixed asset purchase requests and personnel action forms.

Assists in development of accounting policies and procedures and advises departments; assists departmental staff with use of on-line accounting/budgeting procedures; reviews daily accounting systems reports for verification; assists with year-end closing, year-end accrual, year-end balance sheets, and budget reports; works with audit staff to coordinate audit functions and compile final report.

KNOWLEDGE AND SKILL:

1. Basic understanding of generally accepted accounting principles and internal control.
2. Ability to develop and attain an understanding of Governmental Accounting Standards Board statements.
3. Ability to interpret and implement laws, regulations, policies, and County Commission ordinances.
4. Ability to evaluate and develop accounting and financial policies and make recommendations for improvement.
5. Demonstrated attention to detail and commitment to accurate results.
6. Excellent written and oral communications skills.
7. Ability to effectively organize and prioritize work as well as to plan and manage multiple complex deadline-driven projects simultaneously.
8. Considerable knowledge of automated accounting systems.
9. Considerable skill in the use of personal computers, including spreadsheet software and other Microsoft Office products.
10. Considerable skill in analysis, problem solving, and mathematics.
11. Skill in developing and maintaining cooperative working relationships with County personnel, as well as work relationships with personnel in other agencies.
12. 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 Accountancy or related field and a minimum of three years accounting experience, preferably with governmental accounting experience or the 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.