**JOB DESCRIPTION**

**Date Prepared:** May 28, 2018

**Position Title:** Staff Accountant

**Department:** Finance

**Supervisor:** Finance Director

**Position Overview:** The Staff Accountant, under the supervision of the Finance Director, is responsible for researching, interpreting, and understanding government accounting and regulations, audit policies, and contract requirements.

**Working Environment:** The tasks and responsibilities are carried out in the Finance Department office in the Morrow County Bartholomew Building as well as occasionally at other county locations. Position has frequent deadline pressures and is responsible for financial analysis, general ledger reconciliations, and internal controls.

**Qualifications:**

1. Education – Bachelor’s Degree in Accounting or related field.
2. Experience – Two to four years in governmental accounting.
3. Equipment used - Computer, copier, 10-key, phones, and car
4. Knowledge and skill to implement accepted public accounting principles and practices.
5. Skill and ability in learning and utilizing a variety of software programs.
6. Ability to learn, apply and develop procedures, systems and processes of the Morrow County Finance Department.
7. Skill in organizing work in order to meet deadlines.
8. Ability to exercise independent judgment.
9. Ability to read and understand financial statements of different types, including problem solving and analytical skills.
10. Ability to learn functions of all other County departments.
11. Ability to learn and apply a variety of codes, rules and regulations for required reports to different agencies.
12. Skill in effectively using oral and written communication in the performance of duties and responsibilities.

13. Ability to learn and implement county procedures, regulations and requirements with

respect to procurement, budget, safety, operations and organization.

**Essential Job Functions:**

**Physical:**

1. Ability to lift up to 50 pound boxes of records.

2. Ability to safely operate an automobile.

3. Ability to keyboard frequently to constantly.

4. Ability to sit for extended periods of time.

**Mental:**

1. Able to handle stressful situations including frequent deadline pressures and frustrated employees.
2. Ability to perform math computations.
3. Ability to read and comprehend complex rules, regulations and technical manuals.
4. Ability to work independently with little or no supervision.
5. Ability to read, write and comprehend English in order to read rules and regulations and complete reports.
6. Regular and predictable attendance.

**Job Duties:**

A. General Ledger

1. Prepares internal revenue & expenditure reports by gathering and analyzing information from the general ledger system and from departments.
2. Analyzes information and options by developing spreadsheet reports; verifying information.
3. Prepares general ledger entries by maintaining records and files; reconciling accounts
4. Prepares and reviews payments by: reviewing weekly claims; assigning account numbers; requesting disbursements; and reconciling accounts.
5. Reconciles all fees, dues or funds of any description, or any account to which the county is entitled, and verifies they are deposited with the county treasurer.
6. Answers accounting and financial questions by researching and interpreting data.
7. Assists Finance Director in establishing and maintaining sound internal control procedures.
8. Protects county’s value by maintaining information confidentiality.
9. Updates job knowledge by participating in educational opportunities; reading professionalpublications; maintaining personal networks; participating in professional organizations.

B. Grants & Contracts Activities

1. Examines accounting and reporting for all grants, contracts, and agreements.
2. Assists Department Directors, grant and project managers, and other staff in planning, applying, budgeting, implementation, compliance and reporting for contracts, grants, and other projects.

C. Budget Support Activities

1. Various year-end adjustment entries including: accruals, etc.
2. Assist with draft budget document; attend Budget Committee hearings.

D. Audit Activities

1. Assist auditors by answering questions, locating documents, explaining transactions, and referring to other departments.