

COLUMBIA COUNTY, OREGON  
JOB DESCRIPTION: **ACCOUNTANT 1**  
DATE: 08/18/2010

---

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Finance	CLASSIFICATION:	035
SUPERVISOR:	Finance Director	SALARY RANGE:	23
UNION (Y/N):	Yes	LOCAL:	AFSCME Local 1442

---

**GENERAL STATEMENT OF DUTIES:** Participate in accounting and financial record keeping functions for the County. Perform a variety of duties including processing receipts, accounts payable, reviewing financial transactions, preparing statements and reports and processing payrolls. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Assist in all functions related to the receipt and disbursement of monies, coordinating across the Finance Department and Treasurer's Office as appropriate.

Primary responsibility is for receiving, coding, receipting and depositing revenues from across the County; coordinating as necessary with revenue originators internal and external to the County; preparing required state and federal reports; and identifying receipts that require immediate pass through to third parties.

Maintain revenue files that allow for proper tracking of all revenue classes required by state, federal and/or GASB standards.

Assure that the weekly accounts payable process happens on time and according to local, state and federal requirements and the County's own internal controls procedures. Create new vendors in the accounting system. Assure that "first of the month" payments (items for which the County does not receive an invoice) are calculated properly and included in the appropriate AP cycle. Process and reconcile Justice Court. Assess whether off-cycle check runs are merited.

Administer credit card issuance and closure process. Request monthly disbursement to vendor. Gather monthly credit card expense reports from cardholders and prepare appropriate entries.

Balance subsidiary ledgers to the general ledger. Ensure individual funds are balanced.

Prepare and distribute periodic budgetary reports, financial reports, investment reports, payroll, and insurance reports.

Prepare journal entries as appropriate, including fund transfers and interdepartmental billings. Work with auditor as needed to respond to testing requests and process audit adjustments to balance accounts.

Assist the Finance Director with assessments of and improvements in revenue and payables processing in order to both minimize County exposure to fraud and to become more efficient that span accounting software, office procedures and internal controls methods.

Perform various office support duties, such as filing, processing correspondence, answering telephones and assisting employees or citizens.

Create and maintain process documentation for all County processes conducted on routine basis in accordance with Continuity of Operations Planning (COOP) standards.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not a normal responsibility assigned to this position.

**SUPERVISION RECEIVED:** Work under the general supervision of the Finance Director who provides policy and administrative direction and reviews performance.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree in the field of accounting or related area plus three years experience in accounting or an Associate's degree in the field of accounting or related area plus seven years experience in accounting or a high school diploma plus 10 years experience in accounting. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be accepted.

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of accounting principles for governmental entities, methods and procedures and ability to apply such knowledge to a variety of fund accounting transactions and the preparation of complex accounting reports and analyses. Experience effectively using accounting software. Familiarity with the use of related business software such as web-based banking services, spreadsheets and word processing programs.

Ability to correlate and evaluate a large volume of complex written and numerical data. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public. Ability to act in such a manner as to maintain the confidentiality of the personnel records and issues and other matters which may be encountered.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal, involving the movement of files, books, equipments, etc. seldom exceeding 20 pounds.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.