

COLUMBIA COUNTY, OREGON

JOB DESCRIPTION: **ACCOUNTANT II** Area of Emphasis: Treasurer

DATE: 03/31/2017

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Finance	CLASSIFICATION:	035B
SUPERVISOR:	Finance Director	SALARY RANGE:	24
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. While the work is similar to an Accountant I, the level of responsibility assumed and the complexity of duties is greater and includes handling more complex duties. This classification may be assigned to a particular area of emphasis within the Finance Department. Do related work as required.

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

Treasurer emphasis

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.

Assist the Finance Director with assessments of and improvements in Treasurer activities in order to minimize County exposure to fraud and increase business process efficiency that span accounting software, office procedures and internal controls methods.

Process and reconcile Justice Court and other specialized activity or county fee or tax revenue streams.

Prepare schedules and carry out activities related to the year end close, annual financial reporting and single audit related to area of emphasis. Work with auditor as needed to respond to testing requests and process audit adjustments to balance accounts.

Assure compliance and maintain Treasurer, revenue and other assigned core finance files that allow for proper tracking of all revenue classes required by state, federal and/or Governmental Accounting Standards Board (GASB) standards.

Keep current process documentation for Treasurer, revenue and other assigned core finance areas. Assist Finance Director and/or Accounting Services Manager with related policy review and updates.

Assist with employee education programs and creation of technical support resources for staff and elected officials in area of emphasis and other assigned core finance activities.

Cash handling duties will be carried out with professionalism and care in the manner described in the County Cash Handling Standards.

Core Finance As a member of a small finance office of a full service county, a number

of critical duties outside the area of emphasis will be included in the portfolio of responsibilities as primary or back up roles.

Accounts payable: 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. Assess whether off-cycle check runs are merited. Prepare annual 1099 reports.

Vendor and contacts: maintain County vendor information, IGAs and other relevant documentation. Assure that contract-driven payments (items for which the County does not receive an invoice) are calculated properly and included in the appropriate AP cycle.

Credit or Payment cards: manage County card program including issuance and closure, monthly disbursement to vendor and monthly billing reconciliation.

Budget support: prepare portions of County and component unit budget documentation. Assist with grant budget preparation.

Accounts receivable: calculate costs for reimbursement requests, internal and external billings.

Monthly reconciliations: carry out assigned monthly and periodic reconciliations of bank accounts, inventories, encumbrances, contracts, accounts receivable, benefits, payroll, etc. Reconcile subsidiary ledgers to the general ledger. Fund account reconciliation to budget and other reports.

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.

Participate in risk management, process improvement and Continuity of Operations Planning (COOP) efforts and initiatives as assigned.

Keep current on relevant accounting rules, federal and state statutes, requirements of Generally Accepted Accounting Practice (GAAP), GASB pronouncement and best practices in government accounting and financial processing through participation in professional conferences and seminars and other educational opportunities.

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

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. *Depending on the area of assignment or work currently performed, this position may be supervised by the Accounting Services Manager.

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, equipment, 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.