



DEPARTMENT: Financial and Management Services/Accounting

NATURE OF WORK:

Performs responsible professional accounting work. Plans, coordinates and supervises accounts payable for the County and various fiscal agencies.

Responsible for moderately complex accounting activities relating to management reports and financial statements. Manages grants for compliance with Federal, State and local regulations. Ensures accurate and efficient processing and reporting of accounts payable for the County and various fiscal agencies. Work is performed under the general supervision of the Director of Accounting.

ESSENTIAL FUNCTIONS OF THE JOB:

Develops, prepares, submits, and monitors the creation of grant applications as a technical assistant to departments as necessary.

Supervises accounts payable staff; selects and trains new employees; assigns work, prioritizes tasks, conducts performance evaluations, and recommends disciplinary action as needed.

Performs contract administration of grant programs by ensuring that all grant requirements are addressed prior to acceptance, and that County administers all grants in compliance with the requirements of grant contracts and awards, and Federal and State regulations.

Prepares and/or coordinates grant materials needed for Board of Supervisor action.

Develops County grant policies and procedures. Serves as departmental liaison for grant administration.

Monitors spending on grants to maximize use of grant dollars. Monitors receipt of grant funds to ensure appropriate coding in the general ledger system.

Maintains grant accounts. Reconciles quarterly Auditor of Public Accounts disbursements file. Prepares and/or reviews grant reports and funds requests.

Prepares annual Schedule of Expenditures of Federal Awards and information necessary for County Annual Progress Report.

Prepares detail reports for special projects such as FEMA and state reimbursements relating to emergency situations.

Reviews accounts payable invoices for proper coding, approval and compliance with County policies; approves accounts payable check registers.

Completes audit confirmations for various vendors. Troubleshoots problems with vendor invoices and/or payment.

Prepares a variety of financial reports for various fiscal agencies of the County.

Works with auditors, including the preparation of difficult schedules, journal entries, account analysis, and other work as necessary.

Ensures financial information released publicly, such as in a budget or offering statement, is complete and accurate.

Maintains necessary records on fiscal agent debt to include proper recordation, accounting for interest payments, monitoring of timely payments of amounts owed, and other tasks as deemed necessary.

Responsible for the research and recommendations of new GASB pronouncements that apply to County and/or other fiscal entities.

Designs and implements accounting systems tailored to special grant programs and fiscal agencies, and ensures compliance with accounting, disbursement, and reporting requirements of these agencies.

Periodically reviews and audits accounting controls in other agencies and makes recommendations for changes identified.

Prepares and conducts internal audits.

Makes necessary presentations to departments and/or boards on accounting matters for which they are liaisons.

Assists in preparation of State Auditor of Public Account Report.

Reviews and approves various fiscal agency reports.

Accumulates and analyzes information for the preparation of financial statements, ledgers, reports, and taxes.

Prepares monthly and year-end reconciliations.

Computes, prepares, and inputs both routine and infrequent data for journal entries.

Computes, prepares, and maintains all journal entries and GAAP schedules for the addition, deletion, and depreciation of fixed assets for various fiscal agencies of the County.

Reconciles asset, liability, and fund balance accounts.

Prepares tax filings for Federal, State, and local entities.

Reviews and authorizes various documents for sufficient funding, coding, and compliance with County procedures.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of principles, methods, and practices of accounting, auditing, tax, and financial reporting.

Familiarity with Governmental Accounting Standards Board statements, both implemented and pending.

Thorough knowledge of automated financial systems, including PC and spreadsheet applications.

Thorough knowledge of the effect of Federal, State, and County laws and regulations on the financial accounting information system and procedures.

Thorough knowledge of Federal and State grant policies and procedures.

Thorough knowledge of supervisory principles and practices.

Ability to apply modern accounting procedures. Ability to research and substantiate difficult accounting transactions.

Ability to perform complex calculations, maintain complex financial records, and to prepare financial reports documents accurately.

Ability to understand and follow complex oral and written instructions.

Ability to communicate effectively, both orally and in writing.

Ability to set priorities and prioritize work.

Ability to establish and maintain effective working relationships with County staff at all levels and such external contacts as auditors, bank representatives, and officials in other governmental jurisdictions.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Accounting; considerable accounting experience using complex financial systems, preferably with local government, some of which shall have been in a supervisory capacity; or any equivalent combination of acceptable education and experience providing the knowledge abilities and skills listed above.

AcctIIGrantsProj_109_032_01
Revised Date: May 2006

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Accountant II (Grants/Special Projects) Position Number: 109
Department: FMS Division: Accounting

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
Communicating with supervisors and/or
with other employees
- Not essential to job functions

2. Hearing/Listening:

- For communication with County officials,
public, vendors, supervisors and/or other
employees
- Not essential to job function.

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift									
Push/Pull									
Hold/Carry									

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- | | | |
|---|---|---|
| <input type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function |

3. Ability to Stand, Sit, Walk, and Run:

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand	✓								✓
Sit				✓					✓
Walk	✓								✓
Run									

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

AcctIIGrantsProj_109-032-01
 Revised Date: May 2006