

**PERRY COUNTY COMMISSION
MARION, AL**

JOB DESCRIPTION

JOB TITLE: ACCOUNTANT

SALARY RANGE: \$55,000 - \$60,000

DEPARTMENT: COMMISSION OFFICE

******Education and experience is negotiable and commensurate within the established salary range.**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Chairman and County Administrator

Subordinate Staff: None

Other Internal Contacts: County Officials; Commission Office Staff; Human Resources; County Commission Employees

External Contacts: Banks; Vendors

Job Summary

Under the supervision of the County Administrator, the Accountant assists with preparation of the financial statement and the fiscal year audit report, working with State auditors to complete the process; performs budgeting, journal entry and posting to the General Ledger; performs or assists with all general ledger operations including Accounts Payable and Receivable, Cash Receipt management, Purchasing and Payroll; analyzes accounts and assists with monthly and year end closings.

Essential Job Functions

Prepare Financial Statement which includes Statement of Net Assets, Statement of Activities, Balance Sheet, MDA, and all other notes and exhibits necessary for fiscal year audit.

Assist County Administrator with fiscal budget preparation and fiscal year-end closing

Assist the County Administrator with recording journal entries for multiple funds.

Assist the County Administrator with bank reconciliation of multiple funds.

Assist County Administrator in reviewing the general ledger balances, researching errors and resolving problems, analyzing monthly sales tax distribution.

Process daily cash receipts ensuring deposits are made in a timely manner.

- **Responsible for management of the financial aspects of federal and state grants received by the County. Ensure that funds are expended in compliance with federal, state and county policy in accordance with approved grant budget. Prepare monthly requests for funds documenting amounts claimed and balancing with general ledger amounts. Provide copy of documentation of amounts due to clerk responsible for accounts receivable.**
- **Prepare quarterly reports for federal and state grants ensuring amounts reported balance to the general ledger. Maintain grant files in accordance with established policies and procedures ensuring that grants are closed out as required. Archive grant files with correct record retention period and destruction date.**
- **Prepare monthly requests for reimbursement such as Board of Registrars salary, Emergency Management, and others that may be assigned by County Administrator.**

Provide back up in the absence of the Deputy Administrator/Human Resources

- **Process and post payroll costs to the general ledger, ensuring that amounts posted are correct and proper documentation is on file to support amounts recorded.**
- **Issue monthly deduction checks upon receipt of supporting documentation from Human Resources Department**
- **Ensures that Payroll clearing account clears out at the end of each month; works with payroll Clerk and Human Resources Department to ensure accuracy.**

Assist the County Administrator with monitoring and maintaining the financial computer software. Contact Accufund for assistance as necessary. Keep abreast of software updates, fixes, etc. Assist co-workers in solving system related problems.

Manage and maintain record retention and disposition for Commission Office records.

All other duties as assigned by the County Administrator.

Knowledge, Skills and Abilities

1. **K**nowledge of finance administration and governmental accounting principles and practices. (GAAP and GASB)

Knowledge of investment fund management and debt administration.

Knowledge of purchasing management, purchasing laws and competitive bidding procedures as needed to award property and services contracts.

Knowledge of accounts receivable, accounts payable and payroll procedures.

Knowledge of grant and special fund management and financial accounting procedures.

Knowledge of budgeting and fiscal planning procedures and methods.

Ability to orally communicate with County Commissioners, other local and state officials, personnel and general public.

Ability to optimize the handling of bank relationships and appropriate strategies to enhance cash position.

Ability to provide continued support to departments through budgeting process and education to department heads on financial issues impacting their budgets.

Skill in operation of general office equipment (i.e. computer, fax, copier, check signer, etc.)

Skill in Microsoft Office (Word, Excel, PowerPoint, etc) and county financial system.

Ability to lift up to 20 lbs., walk, bend, and stoop to perform job duties.

Good personality and ability to effectively interact with others.

Education and Experience:

Bachelors Degree in Business, Accounting or Finance.