

CLASS TITLE: Finance and Accounting Officer

DEFINITION:

This is a professional level position with responsibility for preparation, review, and accuracy of accounting functions and financial statements. The person in this position is responsible for the integrity of the general ledgers and ensuring accurate accounting records for the receipts and/or disbursements with the County. Duties include performing a variety of complex clerical and accounting tasks, applying accepted procedures to the preparation and maintenance of accounting and other records, and preparing financial, statistical and/or technical reports. The Finance and Accounting Officer supervises a small group of associates within the finance office and is under the supervision of and reports to the Finance Director.

EXAMPLES OF WORK: (Examples are illustrative only)

- Be knowledgeable of computerized windows based accounting systems, and be able to prepare complex Microsoft Excel schedules and Microsoft Word documents, on request. Be a problem shooter for accounting software systems and help train others after becoming adept at using the system.
- Be able to process requisitions from outside departments and from internal departments and prepare purchase orders for Finance Director and County Commissioner approval.
- Supervise timely distribution of weekly operating checks for all three primary funds of the County. Be accountable for any voided and unclaimed operating checks.
- Supervise other full or part time employees in the Finance and Accounting Department in the performance of their duties.
- Perform monthly cash, credit card, and other general ledger account reconciliations with various balance sheet account subsidiary ledgers to ensure accuracy.
- Prepare certain accounting journal entries under supervision of Finance Director.
- Prepare certain periodic billings, such as Mosquito Control.
- Prepare annual Federal 1099 reports to vendors for calendar year transactions.
- Assist the Internal and External Auditors to perform financial department audits, grant audits, year-end financial audits and prepare statements, and other financial reports, as requested.
- Assist Finance Director and Internal Auditor with preparation of certain reports to Federal and State Agencies, such as Sales and Use Tax, Admissions and Amusements Tax, Reporting of Payroll Tax Withholdings, Form 941, other quarterly payroll reports, etc.
- Assist Internal Auditor with other periodic reports for reimbursement, such as Fire Department grant reporting.
- Assist Internal Auditor with monitoring of various insurance coverages and with preparation of related reports.
- Assist Finance Director with Fixed Asset Reporting and depreciation calculations using Fixed Asset Software.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of accounting practices and generally accepted accounting principles for Governmental Entities.
- Ability to prepare financial and other records in a systematic, neat, legible manner.
- Ability to use computer applications systems and electronic excel spreadsheets and word processing software.
- Ability to work with a minimum amount of supervision and to establish and maintain effective working relationships with co-workers and department heads.
- Ability to supervise others and train new software users.

MINIMUM EXPERIENCE, TRAINING AND EDUCATION:

- Bachelor's degree in accounting, finance or business administration equivalent with five years experience in an accounting department involving computerized accounting systems.

REQUIRED LICENSES AND CERTIFICATES:

- Maryland Class C Driver's License.

ADDITIONAL DESIRABLE QUALIFICATIONS

- Certified Public Accountant (CPA) Certification.
- Experience in governmental accounting.
- Skilled in accounting, accurate and precise, organized, willing to follow recommended procedures, honest, good written and oral communication skills, good people skills, team player, able to supervise other associates, knowledgeable with computerized accounting systems and other computerized software applications.

ADOPTED: 01/12/12

GRADE: 10/E3

Experience & Desirable Qualifications Revision: 01/26/11