

Worcester County Job Opportunities

DEPARTMENT: TREASURER'S OFFICE
JOB TITLE: ACCOUNTANT
COMPENSATION: GRADE 20/STEP 1 \$23.98 HOURLY/\$49,878 ANNUALLY -
GRADE 20/STEP 5 \$26.45HOURLY/\$55,016 ANNUALLY BASED ON EXPERIENCE
APPLICATION PERIOD: UNTIL FILLED

JOB SUMMARY: Reporting to the Deputy Finance Officer and Finance Officer, this position is responsible for general accounting and administrative duties including by planning, organizing and administering the accounting function and financial reporting for the County. This includes assisting the Deputy Finance Officer and Finance Officer in all phases of accounting and financial reporting for the County.

General Requirements:

- Pre-employment background check and motor vehicle history

Essential Job Duties and Responsibilities:

- Maintain accounting records for the Enterprise Funds, Other Funds, and General Fund as needed.
- Reconcilement of cash for Water & Wastewater, Liquor Control, Seized Funds, Investments and all special revenue funds.
- Responsible for monitoring and processing adjustments to utility billing.
- Supervise and train staff as needed.
- Prepare various regulatory or annual reports as assigned.
- Assist in monitoring expenditures.
- Analyze financial data and prepare accurate reports in a specific timeframe.
- Knowledge of budgeting and the related compliance.
- Knowledge of capital purchasing and related requirements and threshold.
- Produce periodic statements related to transactions and financial reports.
- Create, implement and observe general ledger adjustments
- Maintains monthly, quarterly and year-end functioning paperwork as well as spreadsheets, and provide support for any audits.
- Manage cash flow and liquidity as needed during the fiscal year.
- Maintain credentials to provide cash management as required.
- Train County staff on the general ledger software and the processing of accounts payable invoices as well as accounts receivable for revenue/deposits.
- Post monthly journal entries within the General Fund and Other Funds.
- Assist in analyzing departmental workflow and job duties and recommend reorganization or realignment improvements.
- Review and recommend new methods and procedures to make daily operations more efficient.
- Learn new processes and technology as necessary.
- Work with other departments and agencies necessary in the department's functions.
- File supporting processing and payment records and comply with the County records retention policies.
- Oversee projects and customer issues under office supervisors.
- Adhere to the Worcester County Government personnel rules & regulations, and work in a pleasant and harmonious manner with co-workers and the public.
- Maintain Shared Facility Accounts in regards to Water & Wastewater Enterprise Fund
- Provide support to Nationwide Retirement Plan.
- Process Debt Service Payments for Enterprise Funds and General Fund.
- Assist the Deputy Finance Officer in all phases accounting and financial reporting including but not limited to: General Fund Accounting; Enterprise Fund Accounting; Capital Projects Tracking; Budget Development; Audit; Multi-Year Plan preparation; Annual Comprehensive Financial Report (ACFR) preparation;
- Complied with the safety programs, procedures, training, fire drills, COOP plans, etc.

- Ensures confidentiality of information and records and complies with record retention schedule
- Comply with Worcester County Personnel Rules and Regulations;
- Perform all other duties as assigned.

Qualifications and Skills:

- Bachelor's degree in accounting or related field plus 2 years or an equivalent combination of education and progressively responsible accounting and fiscal experience, preferably in a government setting;
- Above-average organizational skills with an attention to detail;
- Government grants administration experience preferred, not required;
- Proficient computer skills in Microsoft Office Suite programs sufficient to create, implement and maintain detailed spreadsheets, presentations, correspondence & records plus extensive working knowledge of Internet and other sources needed for effective grant search;
- Above-average oral, written and interpersonal communication skills necessary to perform essential job duties and work harmoniously with coworkers, officials and other government agencies using tact and discretion, exercise initiative, resourcefulness, and sound judgment;
- Ability to work independently with limited supervision;
- Familiarity with the Catalog of Federal Domestic Assistance, Yellow Book and OMB Circulars A-133, A-102 and A-87 preferred, not required.

Safety Analysis:

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (>75% of the time)

Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting up to 10 lbs. No known significant hazard risk.