

## Worcester County - Job Opportunities

**DEPARTMENT:** TREASURER'S OFFICE  
**JOB TITLE:** SENIOR ACCOUNTANT  
**COMPENSATION:** GRADE 22/STEP 1 \$29.15 HOURLY/\$61,632 ANNUALLY TO  
GRADE 22/STEP 10 \$34.64 HOURLY/\$75,754 ANNUALLY  
SALARY MAY BE HIGHER BASED ON QUALIFICATIONS  
**APPLICATION PERIOD:** UNTIL FILLED  
**WORK SCHEDULE:** MONDAY TO FRIDAY, 8:00AM TO 4:30PM  
**LOCATION:** PRIMARY LOCATION GOVERNMENT CENTER IN SNOW HILL

**JOB SUMMARY:** Reporting to the Deputy Finance Officer and Finance Officer, this position is responsible for advanced accounting and administrative duties including 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.
- Essential personnel subject to emergency call-back with little or no notice and ability to workdays, evenings, and weekends as needed.

### **Essential Job Duties and Responsibilities:**

- Maintain accounting records for all County Funds as needed.
- Reconciliation of cash for all funds including the General Fund, Enterprise Funds, Agency Funds, and Special Revenue funds.
- Responsible for monitoring and processing adjustments to utility billing and property tax accounts.
- Supervise and train staff as needed.
- Prepare various regulatory, periodic, or annual reports as assigned.
- Assist in monitoring expenditures.
- Analyze financial data and prepare accurate reports in a specific timeframe.
- Produce periodic statements related to transactions and financial reports.
- Create, implement and observe general ledger adjustments
- Maintain monthly, quarterly and year-end functioning paperwork as well as spreadsheets, and provide support for any related audits.
- Work with various external auditors to ensure compliance and proper documentation.
- 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.
- Evaluate financial and accounting systems/programs and make recommendations for improvements.
- Prepare clear, concise, and comprehensive financial statements, schedules, reports, and other materials.
- 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, support, and enforce Worcester County Government Personnel Rules & Regulations.
- Work in a pleasant and harmonious manner with co-workers and the public.
- Maintain Shared Facility Accounts regarding 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.
- Comply with the safety programs, procedures, training, fire drills, COOP plans, etc.
- Ensure confidentiality of information and records and complies with record retention schedule.
- Perform all other duties as assigned.

**Qualifications and Skills:**

- Bachelor's degree in accounting or related field plus 5-10 years or an equivalent combination of education and progressively responsible accounting and fiscal experience, preferably in public accounting or a government setting.
- CPA preferred.
- Exceptional organizational skills with an attention to detail.
- Knowledge of budgeting and related compliance.
- Understand principles, practices, and terminology of the General Fund and governmental accounting.
- Knowledge of capital purchasing and related requirements and threshold.
- 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.
- Have 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, professionalism, and sound judgment.
- Ability to work independently with limited supervision.
- Ability to communicate effectively in writing and verbally with coworkers, officials, and the general public
- Ability to perform work correctly, accurately, and consistently
- Ability to compose confidential and non-confidential correspondence and maintain confidentiality
- Ability to follow verbal and written instructions, and directions; keep records and logs; complete written forms accurately
- Ability to apply acquired knowledge to increasingly varied and complex tasks
- Ability to meet deadlines timely
- Ability to prepare reports and analyze data as required
- Must have a team-oriented work ethic and ability to collaborate
- Familiarity with the Catalog of Federal Domestic Assistance, Yellow Book and OMB Circulars A-133 preferred.

**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.