ACCOUNTANT/SENIOR ACCOUNTANT
Clerk/Auditor/Recorder

HIRING WAGE: $43,000 – $55,000/yr DOE
STATUS: Full-time with benefits
CLOSING DATE: Until Filled
APPLICATION MATERIALS: Apply online at adacounty.id.gov/jobs

GENERAL SUMMARY
Performs professional accounting and/or auditing work involving the use and application of accounting principles and techniques in order to maintain accounting systems.

DISTINGUISHING FEATURES OF THE CLASS
An Accountant is distinguished in the amount of relevant experience and scope of the job functions.

A Senior Accountant is expected to independently manage, control, and monitor a diverse range of advanced accounting functions. A Senior Accountant performs complex and varied work under general direction.

ESSENTIAL FUNCTIONS
Accountant
- Assists in the preparation of internal financial reports for control and informational purposes;
- Receives and processes payments and electronic deposits;
- Reconciles and balances accounts and develops accurate statements;
- Deposits and reconciles funds;
- Reviews payments and disbursements to ensure completeness and accuracy;
- Prepares checks for payment;
- Assures conformity to policy and promotes methods to increase effectiveness in the performance of accounting transactions;
- Assists in preparation of financial statements and reports for control and information purposes;
- Performs checking account reconciliations;
- Performs periodic audits of funds and accounts;
- Assists county departments in the development of their budgets;
- Perform a wide variety of clerical–accounting, reconciling and related tasks.

Senior Accountant
- Performs essential functions of an Accountant I;
- Analyzes and monitors budgets using the county financial system;
- Edits and updates transactions in order to balance sub-ledgers to ledgers;
- Prepares technical accounting entries in conformance with generally accepted accounting practices (GAAP);
- Reviews, develops and modifies specific parts of accounting procedures and processes in order to improve existing accounting methods and results;
- Assists financial staff in analyzing results, and makes reports and/or recommendations;
- Analyzes current processes as they impact departmental financial and accounting needs and makes recommendations;
- Maintains specialized and general ledgers and related journals, reconciles subsidiary accounts to control accounts;
• Prepares financial reports;
• Accumulates statistics and compiles records for use in checking various accounting activities;
• Conducts special studies and makes analysis of various accounting and financial activities.

**ADDITIONAL FUNCTIONS**
• May maintain checking account balances and ensure cash balances to daily payments;
• Performs related functions as required.

**JOB REQUIREMENTS**

**Accountant**
- Bachelor’s degree from an accredited university in Accounting or a related field, or an equivalent combination of education and experience;
- Experience in governmental accounting preferred;
- Knowledge of accounting;
- Knowledge of double entry bookkeeping systems and procedures preferred;
- Knowledge of modern office equipment, practices and procedures;
- Knowledge of clerical methods used in keeping fiscal accounts and records;
- Knowledge of English grammar, spelling and punctuation;
- Knowledge of business arithmetic;
- Skill in using personal computers, MS Office Suite and 10-key calculators;
- Ability to analyze and resolve accounting problems;
- Ability to follow complex verbal and written directions;
- Ability to plan for and meet deadlines;
- Ability to communicate effectively verbally and in writing;
- Ability to use appropriate telephone etiquette;
- Ability to maintain confidentiality;
- Ability to make sound judgments and draw valid conclusions;
- Ability to maintain cooperative working relationships;
- Ability to exercise initiative and independent judgement;
- Ability to organize workload and set priorities;
- Ability to maintain cooperative working relationships with co-workers, department directors, elected officials, other government agencies, outside auditors and the general public.

**Senior Accountant**
- In addition to the above;
- Five years of experience in accounting or a related field;
- Knowledge of accounting, auditing, and budgeting theory, principles, techniques, and procedures;
- Skill analyzing accounting systems and procedures;
- Skill preparing complex financial statements and reports;
- Skill communicating verbally and in writing;
- Skill in compiling basic and supporting data and in preparing accounting, financial and statistical statements;
- Ability to train and provide guidance to others;
- Ability to train and provide guidance to others;
- Ability to conduct through and detailed audits;
- Ability to comprehend and analyze unique software systems and database management programs.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**
- Work is performed primarily in an office environment and the employee in this class is subject to inside environmental conditions;
- May be required to lift up to 20 lbs.;
- Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks.
DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran’s Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.

NOTE

*If you need reasonable accommodation to participate in and/or complete the county’s application process, please contact Human Resources at the phone number or address listed hereon. (TDD call 287-7979)