



BONNER COUNTY
HUMAN RESOURCES
1500 Highway 2, Suite 337,
Sandpoint, Idaho 83864
Telephone: (208) 265-1456
Fax: (208) 265-1457

TO: All Employees
FROM: Human Resources Department
DATE: December 21, 2021
SUBJECT: JOB ANNOUNCEMENT POSITION

Position: County Comptroller
Department: Auditing
Starting Pay: \$76K DOE
Closing Date: Until Filled

Position Summary:

This position requires a thorough knowledge of a wide range of accounting and finance including; general accounting, accounts payable, accounts receivable, cash handling, payroll, auditing, financial analysis, budgeting, forecasting, fixed assets, sales tax, levy calculation, financial statement preparation, and internal and external reporting. This position provides extensive technical accounting expertise and training to other departments, agencies and the 40+ taxing districts that operate within Bonner County, such as cities, fire districts, school districts, etc.

These responsibilities require the individual to use sound technical judgment on complex accounting and financial questions, on a daily basis. It is also critical that this position understand what is available as public information and what is confidential. The decisions made at this level are independent and require examining many dimensions to find workable solutions to the matter at hand.

There is extensive interaction with staff and management from other departments, as well as commissioners, outside agencies, vendors and the general public. It is imperative that this individual use excellent judgment when talking to others and handling documents because of issues of confidentiality which could expose the county to extensive liability if handled negligently. This position has significant and major impact on the budgets, policies and procedures adopted by the county as well as through its interaction with all taxing districts, various departments of state government, the federal government and other agencies.

Specifications:

- A Bachelor's degree in accounting or finance, Masters preferred and;
- 5+ years of broad accounting experience, preferable in fund accounting, with experience in general accounting, payables, receivables, cash, taxes, and financial analysis; or equivalent combination of education and experience

To Apply: Please visit our website at <https://www.bonnercountyid.gov/departments/HR/current-openings>. Click on APPLY HERE, this will take you to our Munis Self Service system. Follow the instructions to register and apply on line for the position.

Veteran's Status: Bonner County will grant a preference to employment of veterans of the U.S. Armed Services in accordance with provisions of Idaho Code § 65-503 or its successor. In the event of equal qualifications for an available position, a veteran or family member who qualifies for preference pursuant to Idaho Code § 65-503 or its successor will be employed.