

## Job Description

**Job Title:** Accountant I

**Job Code:** 900800

**Job Family:** Finance

**Pay Grade:** JC.16.16

**FLSA:** Exempt

**EEO:** Professional

**Department/Agency:** Countywide

**Position Number(s):** Multiple

**Recommended Position Title(s):**

**The following Core Competencies apply to everyone and are essential to all County jobs:**

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

**Essential Duties:**

- Prepares, or guides others in the preparation of, manual and computerized ledger entries, original entries, reconciliations, trial balances, and other fiscal record keeping work; completes complex or difficult adjusting entries affecting several subsystems of a departmental or County-wide accounting system; performs a specialized accounting function in an area such as tax, grant, or cost accounting.
- Establishes tables of accounts and assigns entries to proper accounts; examines and analyzes fiscal documents to ensure adherence to established internal controls; verifies the accuracy of accounting records and transactions and effectiveness of record keeping systems; participates in financial, compliance, and operational audits of County departments, courts, and special districts.
- Examines or analyzes accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards; prepares a variety of detailed accounting, statistical and/or narrative financial statements or reports requiring analysis and interpretation.
- Develops, modifies, implements, and maintains an automated financial tracking and recordkeeping system to improve efficiency of the accounting unit and to maintain the integrity of the information generated; reviews and recommends the installation of new or revised accounting systems, procedures and records.
- Communicates verbally and in writing with internal and external contacts in order to resolve discrepancies and exchange or update information; explains rules, regulations, and policies regarding fiscal programs to staff to ensure compliance with accounting policies and procedures; advises officials and departmental personnel on accounting and fiscal actions and procedures, such as resource utilization, tax strategies, and the assumptions underlying expenditure/revenue forecasts; surveys operations to ascertain accounting needs and to recommend, develop, or maintain solutions to business and financial problems.
- Prepares calculations and reports for expenditures and revenues from a variety of data and accounting records.

**Supervisory Responsibilities:**

- Yes  No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

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***Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.***

### **Minimum Job Requirements:**

Bachelor's degree in Accounting, finance or a closely related field (with at least 15 semester hours of accounting coursework); two (2) years of professional-level accounting experience; successfully pass a criminal history check; and possess a valid driver's license with an acceptable driving record.

***Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.***

### **Preferred Job Requirements:**

### **Education/Experience Substitutions:**

Yes  No Experience may be substituted for degree.

Yes  No Education may be substituted for experience.

### **Physical, Environmental, and Special Working Conditions:**