

ADAMS COUNTY
SUMMARY JOB DESCRIPTION

Position: Accountant I
Department: Public Works
Annual Hours: 2080

Position Number: 1108

1.0 MAJOR FUNCTION AND PURPOSE

Persons in this position are responsible for performing technical and accounting duties related to the Public Works Department accounting and financial management system. Work involves performing technical tasks of a professional nature in accounting for funds within the Public Works Department according to the requirements of the BARS system and RCW's.

2.0 SUPERVISION RECEIVED

Persons in this position are given significant discretion, within the scope of policy and regulations, in the routine performance of their duties; supervision and guidance is received from the Director of Public Works.

3.0 SUPERVISION EXERCISED

Persons in this position do not supervise employees.

4.0 SPECIFIC DUTIES AND RESPONSIBILITIES

The following duties are not inclusive of all the duties the incumbent may be assigned to perform.

- Performs technical accounting work manually or with the use of a calculator by applying double entry accounting procedures to determine the financial status of the Public Works Department
- General ledger – Enters all revenue and expenditures and posts all accounts in general ledger, as well as posts all miscellaneous revenue in the subsidiary journal.
- Accounts Payable – Prepares and audits accounts payable for multiple funds within the Department. Process includes electronic transfer to County Auditor's office.
- Accounts Receivables – Prepares and audits receivables for multiple funds within the Department.
- Payroll System – Prepare Departmental payroll by inputting employee information, timecard hours, equipment hours, etc. Review employees' information pertaining to wage increases, union information, etc. and prepare reports as necessary.
- Inventories – Totals, inputs, balances, reviews, and reports on Departmental inventories (Materials, fixed assets, etc.)
- Project Accounting - Report, balance, review costs for compliance and request reimbursement for State and Federally funded projects with the Department.
- Fleet Management – Inputs information, reviews, and reports on Departmental equipment inventories. Including preparing depreciation schedule, projected rental rate costs, etc.
- Balance for multiple funds within the Department on periodic basis.
- Prepare cash flow reports as needed.
- Complies and prepares annual, monthly, quarterly, and special reports for the Department and the State's Auditor's office.
- Deposits all monies and checks for all accounts.
- Prepare reports for various staff on all functions of the Department. (Maintenance, Engineering, Solid Waste, Building, Planning, etc.)
- Performs other tasks as directed.

5.0 REQUIRED KNOWLEDGE AND ABILITIES

To perform this job successfully, an individual should be able to perform each specific duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of and experience in general accounting procedures and double entry bookkeeping.
- Ability to prepare clear and concise reports using various computer programs, including word processing, spreadsheets, etc.
- Ability to interpret BARS accounting system.
- Ability to utilize communications equipment necessary to perform duties.
- Maintain a high standard for accuracy, completeness and efficiency in the preparation of reports and budgets. Independent and self-motivated to complete required deadlines while simultaneously completing other tasks.
- Ability to cultivate and maintain cooperative and effective working relationships with department heads, employees, media and general public.
- Ability to communicate effectively in written and oral form and to prepare and analyze technical and administrative reports, statements and correspondence.
- Effective organization and expression of ideas through use of oral and written communications
- Effective use of interpersonal skills in a tactful, patient and courteous manner

6.0 MINIMUM QUALIFICATIONS

Associate's of Arts degree in accounting or closely related field and 1 year of governmental work experience or any combination of education and experience deemed equivalent.

Must have a valid Washington State Drivers license.

7.0 DESIRABLE QUALIFICATIONS AND ABILITIES

A Bachelor's of Arts degree in accounting and 1 year of governmental accounting within a similar agency or 3 years or more of experience with a similar governmental agency.

8.0 WORK ENVIRONMENT

While performing the duties of this job, the employee works in an office environment. The employee is regularly required to talk, hear, sit, stand, walk, use fingers, handle or feel objects.

Good health, and good physical condition, appropriate to the position. The employee must occasionally lift and/or move up to 20 pounds. Specific vision requirements include: close, distance, and peripheral vision; depth perception, and the ability to adjust focus and read small print.

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.¹

Resolution R-52-00 establishes three (3) Position #1108's in the Public Works Department. CP030604 Proceedings modified the job description to more accurately reflect accounting duties of the position.