

Finance Department – Senior Accountant

Job Overview:

This is a professional level accounting position that maintains accounting and financial records in accordance with GAAP and GASB standards for both the Clerk of Courts and the Putnam County Board of County Commissioners. (BOCC) This job requires understanding and applying accounting and financial management principles, theories, and practices which are obtained through a combination of education, training, and on-the-job experience. Work is performed under supervision from the Finance Director and/or Assistant Finance Director in accordance with Clerk and Board policies, county ordinances, and compliance with federal and state laws.

Responsibilities and Job Duties:

- Reconciles and balances general ledger accounts and subsidiary records.
- Maintains and audits financial records, accounts, ledgers, and journals.
- Prepares journal entries for budget transfers, accruals, receivables, and other corrections.
- Analyzes accounting and fiscal data, records, and reports.
- Assists in the preparation of the County-wide financial statements, including detailed schedules of items such as investments, capital assets, long-term debt, cash flow statements, and fund balances.
- Coordinates preparation of schedules for external audit testing.
- Assists with the monthly and year-end closing process of accounting records.
- Reviews and monitors the work of other finance personnel.
- Assists in updating and developing policies and procedures as needed to ensure the adequacy of internal accounting controls.
- Fosters an open inviting environment for employees and others, portraying ethical and professional behavior in appearance, attitude, and demeanor.

Grants

- Conducts analyses of grant accounts and balances to prepare correcting journals entries if needed.
- Attends BOCC commission and/or grant administrator and committee meetings as necessary.
- Liaison with BOCC project managers and granting agencies.
- Review and reconcile quarterly grant reimbursement requests and other required reports for granting agencies, the finance department, and BOCC project managers.
- Monitors and/or prepares federal and state grant reports.
- Prepare the Schedule of Federal and State Awards.
- Assist in grant audits – Federal and State Single Audit and agency audits/monitoring.

Payroll

- Receives, and inputs data from an electronic timesheet system for all BOCC employees into payroll system.
- Calculates earnings and deductions to complete weekly payroll.
- Works with BOCC department supervisors and employees to resolve payroll issues.
- Complies with all rules, BOCC policies, labor laws, regulations, and union contracts.
- Verifies calculation of deductions, insurance benefits, and taxes.
- Prints payroll registers and reports; balances payroll accounts and prepares journal entries and vouchers.

- Prepare and reconciliation of a variety of payroll related reports and related information. This includes quarterly payroll tax forms (941's), monthly Florida Retirement reports, year-end W-2's, and other state reports, etc.
- Reconciles, files, and submits payment of monthly pension benefit contributions.
- Process payroll billings for various payroll related deductions.

Qualifications, Knowledge, and Skills:

- Working knowledge of governmental accounting principles, practices, and procedures.
- General knowledge of Federal and State grant requirements.
- Working knowledge of payroll processing, labor laws, and related payroll tax calculations.
- Ability to learn Clerk and BOCC functions from County policies and procedures, County ordinances, and Florida Statutes.
- Ability to research transactions, analyze data, prepare reports, and compile data from a variety of financial records.
- Ability to communicate effectively orally and in writing with employees, department heads, external auditors, other governmental agencies, and the general public.
- Ability to manage and accept responsibility for tasks.
- Knowledge of automated accounting systems (enterprise accounting software "H.T.E", on an AS/400, preferred), including proficiency with spreadsheet, word processing and presentation software (Microsoft Excel, Word and Power Point).
- Considerable knowledge of business English, math, spelling, grammar and punctuation.
- Ability to exercise good judgment in applying and interpreting policies and procedures.

Education and Experience:

REQUIRED QUALIFICATIONS:

At least (2) years of relevant experience; at least two (2) years of management/leadership experience; a Bachelor's Degree in Accounting or Financial Management from an accredited university; or any equivalent combination of experience, training and/or education which provides the required skills, knowledge and abilities to perform the job may be substituted.

PREFERRED QUALIFICATIONS:

- CPA and/or CGFO

Essential Physical Skills and Work Environment:

- Ability to: communicate using speech, vision and hearing; operate standard business machines; access file cabinets for filing and retrieval of data; and sit in court or at a computer for extended periods of time.
- Work in a standard office environment or court room; seated or helping customers at the counter.

*Reasonable accommodation will be made for otherwise qualified individuals with a disability.

POSITION: EXEMPT

PAYGRADE: 304

PAY RANGE: \$27.98/hr.-\$35.67/hr.

*DOQ = Depending on Qualifications

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