



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Accountant</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Administrative Authority</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>10/11</u>
<b>DEPARTMENT:</b> <u>Various</u>	<b>JOB CODE:</b> 203	

### **DEFINITIONS:**

With general supervision, performs professional accounting work such as maintaining ledgers, analyzing account information, preparing and analyzing budgets, reconciling accounts and preparing financial reports.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Participates in development of policies and procedures for annual budget process; coordinates with Information Technology to develop procedures and reports; analyzes and reviews budget submissions and budget requests; evaluates revenue and expenditure projections; meets with Auditor, elected officials and department heads to review budgets; develops and updates budget presentations and analysis.

Provides budget analysis throughout the year; updates Auditor on budget-items; evaluates and recommends approval of requests for budget revisions and amendments; reviews and certifies contracts; reviews and approves fixed asset purchase requests and personnel action forms; maintains spreadsheet documenting all fixed asset purchases; maintains up-to-date grant files and tracks major construction projects.

Assists in development of accounting policies and procedures and advises departments; assists departmental staff with use of on-line accounting/budgeting procedures; reviews daily accounting systems reports for verification; performs month-end closing, including review of balance sheet accounts; assists with year-end closing, year-end accrual, year-end balance sheets, and budget reports; prepares reports and schedules for outside auditors and works with audit staff to coordinate audit functions and compile final report.

Updates bank reconciliation and balance ledgers; balance cash for all county funds; tracks investment-calculated interest earned for each fund; prepares monthly statements for outside entities; calculates bond principle and interest payments for all issues; calculates interest for inter-fund borrowing; calculates all financing for Neighborhood Improvement Districts.

Tracks Credit Card payments; processes payment requisitions, journal entries, budget revisions/amendments; checks payroll and ACH transfers; balances and remits monthly retirement contributions.

Balances cash and desk drawers; prepares summary of collections and delivers cash, checks and documentation to Treasurer; prepares monthly spreadsheet for all taxing entities; collects tax revenue, and processes payments; balances, prepares and verifies monthly tax distributions and prepares annual report for the State of Missouri; create spreadsheets and make journal entries for refund checks; identifies and resolves problems related to balancing and distribution.

Reconciles tax billings, collections, deposits, distributions and fund balances daily, monthly and annually. Develops monitors and controls electronic transfer of tax remittances and reconciles with bank records.

Acts as a notary.

**KNOWLEDGE AND SKILL:**

1. Considerable knowledge of Generally Accepted Accounting Principles
2. Considerable knowledge of Boone County policies and procedures.
3. Considerable knowledge of automated accounting systems
4. Skill in the use of personal computers, especially of spreadsheet software.
5. Skill in analysis, problem solving, and mathematics.
6. Skill in developing and maintaining cooperative working relationships with other County Departments.
7. Skill in written and oral communication.
8. Considerable skill in cash handling
9. Skill in dealing with the public in a professional and courteous manner.

**MINIMUM QUALIFICATIONS:**

Bachelor’s degree in Accounting or related field and three years’ governmental accounting experience or equivalent combination of education and experience.

**APPROVALS:**

Administrative Authority: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)