

**DOÑA ANA COUNTY  
JOB DESCRIPTION**

<b>POSITION TITLE:</b> Accountant I		<b>PAY GRADE:</b> C41	
<b>DEPARTMENT:</b> Health & Human Services		<b>FLSA:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
<b>REPORTS TO:</b> Department Manager		<b>LEAD:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>BARGAINING UNIT:</b> N/A		<b>SUPERVISOR:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>APPROVED:</b> 		3/23/15	
<i>Department Head</i>		Date	
		3/23/15	
<i>Human Resources Director</i>		Date	

**I. PURPOSE SUMMARY.** Performs a broad array of accounting duties related to grants, accounts receivable, and financial reporting. Accounts for a variety of programs and projects in a local government environment using fund accounting. Assists grant administrators in meeting financial reporting requirements of federal, state, and local grant agreements.

**II. ESSENTIAL DUTIES.** Reviews financial status reports prepared by grant administrators for grantor agencies. Assists grant administrators in complying with the financial reporting requirements of the grant agreements. Responsible for coordination with Accounts Receivable for billing of grantor agencies. Monitors status and maintains file for each grant. Prepares journal entries for assigned area. Assists in preparing special fiscal reports as may be required. May be required to make or assist in public presentations and set priorities for tasks. Performs duties of other accounting staff to ensure continuity of work, as directed. Assists in the design and implementation of new or improved accounting practices that will increase the efficiency and effectiveness of financial operations for the department overall. Assists the department with monitoring of internal controls, internal auditing, and ensuring proper postings and compliance with financial procedures. Responsible for the accurate and timely preparation and submission of all required reports, including fiscal year end reports. Responsible for working with each division to create the budget for each fiscal year; creating and tracking expenditures and revenue for the department. Responsible for knowing and abiding by all department and County policies and procedures.

**III. ADDITIONAL DUTIES.** As assigned

**IV. QUALIFICATIONS.**

**A. Education.** Bachelor's Degree in Finance, Accountancy, Business Administration or related field.

**B. Education/Experience Substitution.** In accordance with County policy.

**C. Experience.** One (1) year of accounting experience.

**D. Licenses/Certifications.**

E. **Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).** Must pass a background check. Credit check will be performed when recruitment is for certain designated department (s).

1. **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:** Must have knowledge of: ordinances and regulations governing financial operations of the County; generally accepted accounting principles; generally accepted accounting principles; Business English, spelling, grammar, and punctuation; general office and accounting equipment; computer operation including word processing, spreadsheet, and database software.

Must have skills in analyzing and evaluating information accurately and expressing ideas clearly; handling sensitive and confidential matters; using initiative and independent judgment while recognizing when it is appropriate to refer matters to management; establishing and maintaining effective and cooperative working relationships with others.

2. **FREEDOM TO ACT.** The employee independently processes the most difficult procedural and technical tasks or actions and handles problems and deviations in accordance with instructions, policies, previous training, or accepted practices.

3. **GUIDELINES AND JUDGMENT.** The number and similarity of guidelines and work situations require the employee to use judgment to identify and select the most appropriate procedures to use, choose from the most established alternatives, or decide which precedent to follow as a model. There may be omissions in guidelines and the employee is expected to use some judgment and initiative to handle aspects of the work not completely covered.

4. **PHYSICAL DEMANDS.** While performing the duties of this job, the employee will usually remain sitting. The employee must be able to communicate effectively both orally and in writing. The employee must be able to operate specific office equipment, and must be able to move about the work environment. The employee must have the ability to frequently move or re-position up to 10 pounds of materials or objects, occasionally, fifteen (15) pounds.

5. **WORK ENVIRONMENT.** Essential duties are performed indoors the majority of the time under normal controlled temperature conditions. Work surface is even, carpeted, tiled and/or a concrete floor.

6. **SUPERVISORY RESPONSIBILITY.** N/A

**IV. EMPLOYEE ACKNOWLEDGEMENT:**

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by:

\_\_\_\_\_  
*Employee*

\_\_\_\_\_  
*Date*