



**DOÑA ANA COUNTY  
JOB DESCRIPTION**

<b>POSITION TITLE:</b> Accountant III	<b>PAY GRADE:</b> C43
<b>DEPARTMENT:</b> Treasurer's Office	<b>FLSA:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>REPORTS TO:</b> Chief Deputy Treasurer	<b>LEAD:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>BARGAINING UNIT:</b> No	<b>SUPERVISOR:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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<b>APPROVED:</b>  <hr/> <i>Department Head/Elected Official</i>	<hr/> 11 - 16 - 2018 Date
 <hr/> <i>Human Resources Director</i>	<hr/> 11/21/18 Date

**I. PURPOSE SUMMARY.** Under the direct supervision of the assigned supervisor, analyzes financial data including budgets, financial reporting, general ledger accounts, and cash requirements and assists with development of recommendations for internal controls in accordance with policies and procedures. Maintains and controls complex fiscal accounting for various funds and accounts using fund accounting for state and local governments. May perform lead worker responsibilities.

**II. ESSENTIAL DUTIES.** (A position may not include all of the duties listed, nor do the listed examples include all of the duties which may be found in a position of the class. An individual must be able to perform the essential functions listed below and a reasonable accommodation may be made available to qualified individuals with disabilities to perform the essential functions of the job).

- A. Prepares a number of internal financial reports.
- B. Analyzes and reviews complex statements, reports and contracts.
- C. Prepares and reviews journal entries, reconciliations, and schedules.
- D. Performs or reviews calculations for fixed assets and inventory in accordance with established formula, as assigned.
- E. Performs research and prepares reports for special projects.
- F. Reviews budgets for accuracy in coding. Reviews revenues, expenditures, petty cash, budgets, and trial balances and reports any discrepancies to assigned supervisor.
- G. Assists in the design and development of new or improved accounting practices that will increase the efficiency and effectiveness of financial operations.
- H. Assists the department with monitoring of internal controls, internal auditing, and ensuring proper postings and compliance with financial procedures.
- I. Performs duties of staff positions to ensure continuity of work, as directed. May be required to make or assist in public presentations and set priorities for tasks.
- J. Responsible for the accurate and timely preparation and submission of all required reports.
- K. Responsible for knowing and abiding by all department and County policies and procedures.

**III. ADDITIONAL DUTIES.** Other duties include but are not limited to:

- A. Reconciles Property Tax payments
- B. Administers Asset Collateral Reports
- C. Manages and Reconciles Lockbox payments
- D. Assists with the administration of Banking Relationships

#### **IV. QUALIFICATIONS.**

**A. Education.** Bachelor's Degree in Accounting, Finance, or Business Administration.

**B. Experience.** A minimum of four (4) years of increasingly responsible accounting work experience. Experience in governmental accounting, Master of Accountancy or MBA, and/or a Certified Public Accountant, Certified Government Financial Manager, or Certified Management Accountant is highly desirable.

**C. Education/Experience substitution.** N/A

**D. Licenses/Certifications.** Background and credit check will be administered.

**E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).**

##### **1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:**

Must have knowledge of: laws and administrative policies governing financial operations of the County; Generally Accepted Accounting Principles; advanced computer operations including word processing and spreadsheets; methods to maintain accurate records.

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.**

Recurring assignments are performed independently without specific instructions. Deviations, problems and unfamiliar situations are referred to the supervisor for decision or help. The supervisor assures finished work and methods used are technically accurate and in compliance with instructions or established procedures.

##### **3. GUIDELINES AND JUDGMENT.**

Specific, detailed guidelines covering all important aspects of the assignment are provided. The position works in strict adherence to the guidelines. Deviations must be authorized by the supervisor.

##### **4. PHYSICAL DEMANDS.**

The work is sedentary, typically requiring the employee to sit comfortably to do the work. There may be some walking, standing, bending, carrying of light items, or driving an automobile.

##### **5. WORK ENVIRONMENT.**

The work area is adequately lighted, heated, and ventilated, and involves everyday risks or discomforts that require normal safety precautions and safe work practices.

##### **6. SUPERVISORY RESPONSIBILITY.**

None. The position is responsible for its own work.

**V. 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*