

## **ACCOUNTANT**

### **Tuscaloosa County Commission**

Pay Grade 49: \$55,556.80 - \$70,990.40

#### **NATURE OF WORK**

Performs a variety of professional level accounting, auditing, and statistical work involving preparing, analyzing, verifying, and reconciling financial transactions, statements, records, and reports; assists in preparing quarterly and year-end reports and schedules; and performs other duties as required. This is a professional, exempt, civil service position. The Accountant receives general direction from the Finance Director and Assistant Finance Director.

#### **EXAMPLES OF WORK**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Prepares, maintains, analyzes, verifies, and reconciles complex financial transactions; reconciles assigned accounts and makes adjustments as necessary; prepares or reviews bank reconciliations.
- Assists in preparing schedules for external auditors and assists the Finance Director during the annual financial audit, single audit, and special audits.
- Audits internal financial documents and transactions, including but not limited to the contract, grant, and purchasing functions; researches and resolves problems to assure compliance with applicable policies and procedures; and reviews financial and compliance reports of recipient agencies and subgrantees.
- Evaluates internal control procedures including identifying areas of concern and making recommendations.
- Serves as backup for accounts payable, accounts receivable, and payroll.
- Assists Finance Director and Assistant Finance Director, and interfaces with the Grants and Community Development Administrator on special projects as necessary.

#### **REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES**

- Knowledge of principles and practices of accounting, auditing, and reconciliation; guidelines as they pertain to accounting, finance, taxation, and revenue management; and
- Practices and techniques of automated and manual financial and accounting document processing and record keeping.
- Performs technical accounting and financial support work accurately and in a timely manner;
- Maintains accurate accounting and financial records for special accounts and projects for the preparation of clear and accurate reports for informational, operational, and auditing use;
- Reconciles accounts, records, reports, and journals;
- Prepares financial and/or auditor statements, schedules, and reports;
- Reviews and verify the accuracy of data;
- Organizes own work, sets priorities, and meets critical deadlines;
- Trains staff in work procedures;

- Enters and retrieves data from a computer with sufficient speed and accuracy to perform assigned work;
- Provides exceptional service to officials, coworkers, other departments, and the public;
- Prepares clear and concise reports, correspondence, policies, procedures, and other written materials;
- Makes accurate arithmetic, financial, and statistical computations;
- Uses English effectively to communicate in person, over the telephone, and in writing;
- Establishes and maintains effective working relationships with employees, officials and those contacted in the course of work; and
- Operates modern office equipment including computers and supporting word processing, spreadsheet, and database applications.

### **MINIMUM QUALIFICATIONS**

- Graduation from an accredited, four-year college or university with a bachelor's degree in accounting.
- Minimum of two years' work experience in accounting.
- Preferred experience includes work in government accounting or audit and grant compliance.

### **PHYSICAL DEMANDS & WORK ENVIRONMENT**

Work is essentially sedentary with occasional walking, standing, bending, and carrying. Work is normally performed in an office environment.

### **CONDITIONS OF JOB OFFER AND EMPLOYMENT**

- Possess and maintain a valid Driver's License
- Complete Background Check (repeated periodically during employment) including, but not limited to:
  - Social Security Record Inquiry
  - Criminal History Inquiry
  - Sex Offender Database Inquiry
  - Motor Vehicle Report/Driver's License/Driving Record Inquiry
  - Past Employment Verification
  - Education Verification
  - Subject to Criminal Justice Information Systems (CJIS) background standards. Candidates who receive a conditional offer of employment must be fingerprinted and will have their fingerprints used to check the Criminal History Records of the State of Alabama Public Safety and the Federal Bureau of Investigation. Any records returned will be reviewed to determine the candidate's suitability for the job.
- Pre-employment drug test at County designated test location
- E-Verify Eligibility to Work in United States
- Six Month Probationary Period Work a minimum of 40 hours per week and beyond normal work shift or schedule