

KLICKITAT COUNTY, WASHINGTON
POSITION DESCRIPTION

POSITION TITLE: Senior Accountant I	EFFECTIVE DATE: January 1, 2018
REPORTS TO: Chief Deputy Auditor	PAY GRADE: 70
DEPARTMENT/DIVISION: Auditor's Office	FLSA STATUS: Exempt
LOCATION: Goldendale	POSITION STATUS: Full-time

BASIC JOB PURPOSE/FUNCTION:

Performs complex professional level accounting activities including financial activity management related to budget compliance, payroll, accounts payable, reporting, modified and full accrual accounting, grants management, implementation and monitoring of fiscal procedures in accordance with Generally Accepted Accounting Principals (GAAP), Budgeting, Accounting & Reporting Systems (BARS); county, state and federal policies and procedures. Maintains detailed accounting transactions in an integrated computer accounting system. This position is responsible for completing the Annual Report in compliance with BARS for cash-basis entities and also provides financial support to lower level accounting staff and departments utilizing the financial system.

ESSENTIAL JOB DUTIES:

1. Controls, monitors and administers the financial accountability of the county through recording and reporting of financial data, including the Annual Report.
2. Coordinate financial compliance and operational audits of departments, agencies and other county entities; interpret audit reports and prepare suggested corrective action plans when appropriate.
3. Review, establish and administer internal operating policies and procedures governing processing of data through the Auditor's Office including accounts payable, payroll, grants, and data entry and control.
4. Evaluates financial system process and procedures in providing countywide financial and accounting services.
5. Obtains, reviews, and distributes information generated by various governing authorities.
6. Reviews, analyzes and reports information as requested by the County Auditor. Monitor the County's financial records to assure compliance with GAAP as well as state and local policies.
7. Audit budgetary changes, modifications, or supplements processed to the adopted final budget.
8. Audit activities of the Auditor's Office.
9. Plan, develop, implement and oversee adherence to goals and objectives of accounting, financial reporting, budgeting, internal audit, and grants management functions.
10. Oversees, administers, and participates as needed in the examination of county and county sponsored agency financial records and systems.
11. Perform accounting period end review on accounting software system, analyze reports to ensure the financial system is in balance and system suspense is clear of transactions.
12. Reviews, analyzes, and produces special reports and studies as required by the Auditor. Provide monthly, quarterly and annual financial reports for all departments. Provide financial support for departments and special districts as directed by the Auditor.
13. Maintains and controls the general or subsidiary ledgers, balancing operations, pre-auditing functions, and various other accounting and clerical accounts maintenance activities such as payables, billings, and related functions.

ADDITIONAL JOB DUTIES:

1. Performs other related duties as assigned.
2. Attend and support Cayenta Financial Support Team functions.

REQUIREMENTS/MINIMUM QUALIFICATIONS:

- Knowledge upon entry of GAAP (Generally Accepted Accounting Principles); BARS (Budgeting, Accounting & Reporting System); GASB (Governmental Accounting Standards Board); financial theories and principles including audit functions; laws and regulations governing area of assignment; practices & principles of project management. Experience with fund accounting and activity based costing. Confidentiality is also a requirement.
- Any equivalent combination of education and experience that provides the applicant with the required knowledge, skills, and abilities to perform this job. A typical way to obtain the knowledge and abilities would be:

An undergraduate degree from a four-year college or university in accounting, finance, or related field and five (5) years of administrative accounting experience or an Associate degree in accounting and eight (8) to ten (10) years of progressively responsible bookkeeping in a public agency utilizing fund accounting and/or in a public accounting firm servicing clients who use fund accounting.

Licenses, Certificates, and Other Requirements**WORKING CONDITIONS**

- Duties are performed primarily in an office environment and sedentary work, requiring sitting most of the time. This position requires the ability to perform those activities to complete the essential functions of the job, either with or without reasonable accommodation. The position requires continuous and/or frequent talking, repetitive motions of hand/wrists, hearing, and handling. Mental activities required by the employee in this position include decision making, interpersonal skills, supervisory skills, teamwork, creativity, customer service, mentoring, use of discretion, presentations/teaching, problem analysis, negotiation, and the ability to perform math and to read, write, speak and understand English. Required physical activities can include frequent keyboard fingering, talking, repetitive motions of hands and wrists, sitting, hearing and lifting, pushing, pulling, and carrying objects up to 10 pounds.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but is not and should not be construed an all-inclusive listing of responsibilities, skills, work requirements, or working conditions. While it is intended to accurately reflect the position activities and requirements, individuals may perform other duties and Klickitat County, Washington reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.