



## Senior Accountant (1040)

FLSA Status: Exempt

Pay Grade: 20

Safety-Sensitive: No

### Purpose

The purpose of this classification is to perform professional level financial accounting and reporting functions and to provide lead guidance, direction and training to department staff.

### Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

### Typical Duties

Leads and coordinates daily work activities of assigned co-workers: confers with supervisor to obtain direction regarding work assignments and priorities; organizes tasks in order to complete assigned work; monitors status of work in progress and inspects completed work; confers with co-workers; assists with complex/problem situations and provides technical expertise; assists with training and instructing co-workers regarding operational procedures and proper use of equipment; and assists with supervision of co-workers by reporting employee problems and providing input on disciplinary action and employee performance evaluations.

Reviews and approves accounts payable checks and line items: receives and reviews invoices and related reports, including travel and cell phone reimbursements, recurring payments, monthly payments, payroll, firefighter reimbursements, etc.; ensures accuracy and compliance with established procedures and guidelines; and verifies expenses are posting to the correct departments, expense codes are correct, and posting data has necessary approvals and documentation.

Administers County-wide accounting functions: reviews, approves, and posts cash receipts, journal entries, and direct disbursements; ensures accuracy and compliance with policies, procedures and generally accepted accounting principles; verifies back-up documentation; files documents; maintains general ledger for all account groups; analyzes transactions and trial balances; and provides information to and answers questions from County staff, vendors and others regarding accounting policies and procedures.

Collects and distributes monthly fuel reports: receives downloaded fuel report; divides report by department; forwards report to department head for review and approval; verifies transaction dates, times, fuel types, and employee and department assignment; compiles approved transactions; monitors fuel card changes, suspicious transactions, etc.; and maintains all related files and documentation.

Administers the financial operations of the Statesboro-Bulloch County Airport: reviews and approves airport sales and fuel reports; compares totals; reviews invoices and customer statements; reviews cash receipts; posts data to the general ledger and makes journal entries; ensures accuracy and completeness; runs financial processes, such as transferring overpayments, applying deposits enters data and runs aging reports; reconciles reports and accounts; investigates discrepancies; prepares and files airport sales tax and fuel distributor reports; and assists in preparing financial reports for the Airport Committee.

Ensures sales and use taxes are properly filed and paid: runs budget reports for assigned accounts; enters revenues; files sales tax return; records sales tax liability, payments and vendors comps in journal; maintains related financial records; and submits mandatory reports.

Assists with month-end, year-end, and audit processes: reviews bank statements and reconciliations for assigned accounts; creates journal entries for and verifies bank fees, refunds, checks cleared, create journals to record bank fee refunds, bank fees, and cleared checks; investigates discrepancies or coding errors; monitors pre-paid expenses and updates related journal entries; conducts reviews and provides records for the yearly audit.

Administers grant funds: provides financial oversight for the administration of grants; provides information and direction to grantors and grantees regarding financial matters; updates and maintains required grant documentation and records; provides grant documents for annual audit; and assists in the preparation of the annual Schedule of Expenditures of Federal Awards.

Assists in preparing the department budget: makes recommendations regarding department expenditures, for staffing, equipment, materials and supplies; and monitors expenditures to ensure compliance with approved budget.

Assists in recommending and implementing financial and internal controls: reviews efficiency and effectiveness of financial methods, processes, and procedures; and makes recommendations for improvements.

Performs other related duties as required.

### **Minimum Qualifications**

Bachelor Degree in Accounting, Finance, or a related field required; supplemented by five years of experience in professional level accounting in a government setting; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to act as lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

### **ADA Compliance**

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

Created July 2019