

FINANCE ACCOUNTANT

DEFINITION OF WORK

Perform responsible finance, accounting, and budgeting work related to the fiscal functions of the County. Employees perform complex research and analytical duties in support of financial evaluations to include preparing and presenting various recommendations and reports in the area of assignment. These employees also perform complex work related to the preparation and maintenance of the various financial records and reports. Work is characterized by use of automated systems to prepare financial reports, conduct financial analysis, make journal entries, conduct cash flow analysis, and assist in budget preparation. Extreme accuracy, attention to detail, and independent judgment are required in the execution of all work assignments. Work is performed under the general supervision of the Finance Director and is evaluated through conferences, accuracy and completeness of records and reports, and by independent audit of financial records

EXAMPLES OF WORK

Perform complex finance, accounting, and budget work to include preparing, documenting, reviewing, and maintaining various financial reports, statements, documents and records; assist departments with creating budget forms and complying with management's budget goals and policies; reconcile large bank accounts and the general operating account; review reconciliations; record journal voucher entries; coordinate collection issues with departments and collection agencies; provide reports to be escheated for the general bank account; research any accounts receivable and payable issues; prepare a variety of financial reports related to accounts, funds, debt service, and budgetary issues; perform research and analysis of trends and other issues; use various report writing and spreadsheet applications to manipulate data; resolve accounting issues with the payroll staff; review monthly financial system reports to analyze payables and journal vouchers charged to capital outlay accounts; complete the annual financial information report and reconcile to the CAFR; complete annual sales tax and escheats reports; prepare departmental budget revisions; review and verify funding and reimbursement for County grants; complete audit confirmations received from various County municipalities; draft the Comprehensive Annual Financial Report's transmittal letter; draft liability schedules; draft pension plan and risk management obligation footnote in the CAFR; calculate and record other post employment benefits obligations; develop budgets for County programs and non-departmental funds; review departmental budgets and any budget revisions; assist external auditors with the annual audit of financial systems; and perform related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from a college or university with a major in accounting, business or finance with a minimum of 30 hours of accounting and two years of experience in a governmental fiscal operation; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Considerable knowledge of public accounting practices and procedures; considerable knowledge of laws, rules, regulations, policies and practices to follow in the accounting function; considerable knowledge of accounting systems, policies, and procedures; considerable knowledge of computer

operations and applications related to accounting, payroll, utility billing, and financial analysis and reporting; considerable knowledge of the use of spreadsheets for fiscal trend and analysis; ability to understand, interpret, and apply laws, policies, grant requirements, etc. in the development and maintenance of a variety of financial records and reports; ability to analyze and interpret financial data, perform trend analysis, and prepare clear and concise reports; ability to use a calculator and a computer for the maintenance of accounting and other fiscal records; ability to make computations accurately and with reasonable speed; ability to maintain accurate records and prepare a variety of reports; ability to verify accounting and other financial documents and forms for accuracy and completeness; ability to establish and maintain effective working relationships with department heads, vendors, employees, and the general public; ability to communicate effectively in oral and written forms.

SPECIAL REQUIREMENTS

Must have passed the Uniform Certified Public Accountant Examination and have met necessary requirements for certification as a CPA. Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Employees are subject to hazards associated with office work such as ergonomic and visual acuity issues.

PHYSICAL REQUIREMENTS

Must be able to physically perform the basic life operational functions of stooping, reaching, walking, fingering, grasping, hearing, talking, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects.

Must possess the visual acuity to prepare data and statistics, work with accounting processes, handle proofing tasks, do extensive reading, and operate a computer terminal.