

JOB POSTING

JOB TITLE: GENERAL ACCOUNTANT

DEPARTMENT: BUDGET & FINANCE

SUPERVISOR: BRANDY CLEMENS, DIRECTOR OF BUDGET & FINANCE

**SALARY: FULLY QUALIFIED RATE \$42,601.69 ANNUALLY
NOT FULLY QUALIFIED RATE \$38,933.97 ANNUALLY**

HOURS: 37.5 HOURS WEEKLY

OPENING DATE: IMMEDIATELY

DESCRIPTION

Performs a wide range of highly technical, professional, and responsible lead work where independent judgment and initiative are required in the development, maintenance and review of financial records for a wide range of departments and agencies under the general supervision of the Director of Budget & Finance. Work includes special projects assigned by the Director of Budget & Finance of a highly technical nature where independent research and investigations are required to resolve the problems.

SPECIFIC DUTIES

- Maintains a high degree of confidentiality with respect to all information as a direct or indirect result of job responsibilities/job functions.
- Acts as financial consultant for departments on financial and budgetary matters directly affecting the County financial position.
- Responsible for assisting with the activities of the administrative specialist and financial technicians.
- Develops and implements accounting applications both independently and with Information Services as directed by the Director of Budget & Finance.
- Prepares year-end reports.
- Responsible for maintaining accountability of the general ledger, accounts payable, accounts receivable, and fixed assets.
- Maintains a subsidiary ledger by cost center by grant and reconciles this ledger to county general records on a monthly basis.
- Acts as liaison with various funding and regulatory agencies.
- Interprets complex regulations governing accounting systems and procedures.
- Preparation of key financial reports for county departments and agencies which results in the direct funding for these programs.

- Assists the various state and external auditors in their audit of County programs, and acts as a liaison between them and the department heads.
- Works with Director of Budget & Finance on special projects and resolves complex accounting problems.

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SPECIFIC DUTIES (CONTINUED)

- May be responsible for the financial activities of the Department of Public Safety, Soil Conservation, and/or the Planning Commission as assigned by the Director of Budget & Finance including but not limited to:
 - Preparing monthly reports and financial statements
 - Overseeing the development of budgets
 - Coordinating annual audits
 - Working closely with Purchasing Agent developing and reviewing bids and proposals for the above mentioned departments
 - Working closely with the Grants Administrator for grant reporting and compliance.
- May be responsible for the financial activities of the Liquid Fuels Fund including the annual report and coordinating the annual audit with the State Attorney General's office.
- May be responsible for the financial activities of the proprietary fund for Resource Management Services. Responsibilities may include but are not limited to:
 - Knowledge of various software programs and how they interact
 - Monthly reconciliation of their books with the County's
 - Download monthly activity from their software to County
 - Comply with reporting requirements per state regulations
 - Maintain the required DEP collateral inventory for Post Closure.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

WORKING CONDITIONS

Work is generally performed in a climate-controlled environment. There are occasional meetings off-site.

JOB REQUIREMENTS

- Fully qualified requirements include a Bachelor's degree in Accounting with four (4) years related experience in accounting, budgeting and financial reporting with an emphasis in grant/fund accounting.

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JOB REQUIREMENTS (CONTINUED)

- Experience in automated accounting systems, spreadsheet preparation, computer generated accounting records and accounting procedures.
- Must submit to and pass a pre-employment drug screening and background check per County policy.
- Ability and Skills:
 - Interpersonal skills necessary to deal with staff, faculty, and public.
 - Possess the ability to multitask.
 - Familiarity or ability to learn other software packages used in the office, i.e. Word, Excel, Adobe Acrobat, financial accounting software packages.
 - Effective oral and written communication skills.
 - This position must use discretion in the dissemination of information during extensive contact with the various publics, including, local, county, state, and federal agencies and officials, as well as with major subordinate administrative units of County Government.

LYCOMING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER