

# MARSHALL COUNTY, ALABAMA

## Job Description

### ACCOUNTANT

**Department:** Commission Office

**Job Code:** 369

**Pay Grade:** 110

**FLSA Status:** Non-Exempt

**Reports To:** County Administrator

#### JOB SUMMARY

The accountant performs professional accounting and auditing work of routine difficulty according to established procedures and regulations. Assists County Administrator in providing specific analyses, interpretations, and preparation of complex financial reports. Makes professional decisions and judgments in accordance with generally accepted accounting and auditing principles and practices.

#### ESSENTIAL JOB FUNCTIONS

- Prepares, examines, or analyzes accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Develops, maintains, and analyzes budgets and prepares periodic reports that compare budgeted costs to actual costs.
- Assists departments in developing purchasing procedures.
- Compiles, codes, categorizes, calculates, tabulates, and verifies information and data.
- Maintains financial records by entering, accessing, and retrieving financial data using current computer technology.
- Maintains new fixed asset records and disposal of fixed assets.
- Assists with grant reimbursements and setup.
- Provides information and assistance to elected officials, department heads, employees, and others regarding budgets, expenditures, and other financial matters.
- Provides back-up to other functions within the Commission office (Payroll, I-Treasury, GovDeals, purchase orders).
- Requires regular and prompt attendance, plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

#### QUALIFICATIONS

##### **Education and Experience:**

Bachelor's degree in accounting or a related field and three (3) years of accounting experience. *Or* any combination of education and experience and training that provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work. Experience working in a public accounting office and completion of at least three (3) semester hours in governmental accounting preferred.

##### **Licenses or Certifications:**

- None

##### **Special Requirements:**

- None

**Knowledge, Skills and Abilities:**

- Knowledge of arithmetic and algebra and their applications.
- Knowledge of the principles of accounting and auditing, specifically pertaining to governments.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of personal computers and Microsoft Word and Excel.
- Ability to read, comprehend, and interpret laws, rules and regulations, and policies and procedures.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with other employees, representatives of other organizations, and the public.
- Ability to interact with people providing information in a polite and efficient manner, both in person and by phone.
- Ability to use good judgment to make decisions in accordance with precedents and regulations and apply them to the work situation.

**PHYSICAL DEMANDS**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly. Additionally, the following additional physical abilities are required: balancing, manual dexterity, grasping, hearing at normal speaking levels, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking at a level to exchange ideas. Visual acuity at a level to view computer terminal, analyze data, and read extensively, to include color, depth perception and field vision. Visual acuity at a level to determine accuracy and thoroughness of work assigned, and at a level to operate motor vehicles with or without correction. Body movement or mobility to be able to move about and stamina to withstand adverse weather conditions such as heat and cold when conducting physical inventories.

**WORKING CONDITIONS**

Work is performed in an indoor and outdoor work environment. Indoor work is performed in a relatively safe, secure, and stable office environment. Outdoor work requires traveling between locations. Work may be performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature extremes, bright/dim light.

***Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or Personnel) Signature

\_\_\_\_\_  
Date

***Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.***