

**Garfield County
Job Description**

Position Title:	Accountant I, II, III/Lead Worker		
Department/ Office:	Finance	Reports to:	Assistant Finance Director
Section:	Accounting	Pay Grade:	Accountant I: 2 Accountant II: 3 Accountant III/Lead Worker: 5
FLSA Status:	Non-exempt	Driving Classification:	Marginal
Supervision Exercised:	None	Licenses/ Certifications:	None.

General Purpose:

Accountant I:

Entry level Accountant position: carry out recurring, straightforward and standardized duties associated with accounting and financial recordkeeping. Provide general clerical assistance to other Finance Department staff. Perform work somewhat independently, guided by standing instructions and specific procedures.

Accountant II:

Responsible for the timely processing of payroll and payroll reporting requirements as per the guidelines of FLSA and the Garfield County Personnel Policies. Responsible for the timely processing of accounts payable (A/P) and accounts receivable (A/R) functions to ensure accurate reporting and compliance.

Accountant III/Lead Worker:

Responsible for the timely processing of payroll and payroll reporting requirements as per the guidelines of FLSA and the Garfield County Personnel Policies. Responsible for the timely processing of accounts payable (A/P) and accounts receivable (A/R) functions to insure accurate reporting and compliance. Act as Lead Worker.

Minimum Requirements:

Accountant I:

Minimum Education:	High school diploma or equivalent.
Minimum Experience:	1 year experience in a recordkeeping, cashiering or general clerical position.

Accountant II: Payroll, A/P and A/R Accountant:

Minimum Education:	High school diploma or equivalent.
Minimum Experience:	3 years payroll, A/P and A/R experience.

Accountant III/Lead Worker:

Minimum Education:	Associate degree in business accounting or related field.
Minimum Experience:	5 years payroll, A/P and A/R experience; or equivalent combination of education and experience.

Essential Functions:

(These duties are a representative sample; position assignments and detailed work instructions may vary.)

Accountant I:

1. Edits journal entries, accounts payable (A/P) and budget adjustments input by others.

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2. Photocopies, mails and files weekly A/P warrants (checks).
3. Verifies vendor W-9 forms.
4. Maintains office supplies and printed materials.
5. Updates conference room calendar on regular basis.
6. Double checks timesheets for accuracy and files timesheets into employee payroll folders.
7. Inserts monthly paychecks into envelopes and combine by department.
8. Reviews monthly journal entry binders to ensure double signatures and proper filing of JE paperwork.
9. Merges items in financial software of duplicate entries.
10. Reconciles VISA Purchasing Card receipts to statements.
11. Performs quarterly review of shared drive index.
12. Provides support (back-up) with A/P, accounts receivable (A/R) and payroll processes to ensure they are completed correctly and in a timely fashion.
13. Provides back-up to the Executive Assistant to the Commissioners and County Manager. Covers the responsibilities of this position when needed (e.g., when the Executive Assistant is on vacation).
14. Provides support to other departments, as directed.
15. Provides support to Finance Specialist with Annual Inventory.
16. Provides support with annual year-end close and preparation for new fiscal year, as directed.
17. Assists with Form 1099 and B Notice preparation and mid-year review of 1099 information.
18. May be asked to serve on various committees, as needed.
19. Reviews all work products to ensure highest level of quality.
20. Performs other duties of a similar or related level as necessary or assigned.

Accountant II:

1. Performs essential Payroll duties including: process monthly payroll in financial software system; prepare and distribute payroll checks; prepare payroll reports; perform monthly reconciliation of payroll general ledger accounts; prepare various reports and forms; maintain confidential employee payroll files; assist with training department supervisors and employees in payroll-related matters; research and respond to payroll inquiries.
2. Performs essential Accounts Payable (A/P) duties including: process weekly warrants (checks); disburse checks; prepare various reports and forms; file check copies and back-up; prepare monthly check list for publication; maintain vendor database; assist with training department supervisors and employees in A/P-related matters; research and respond to A/P inquiries.
3. Acts as Filebound (scanning of A/P documents) liaison for Garfield County staff.
4. Enters journal entries into financial system, including all month-end journal entries.
5. Enters posting corrections, budget line item transfers and budget supplements into financial system on monthly basis.
6. Responds to inquiries and/or research for payroll, A/P, and A/R.
7. Maintains a procedural notebook for all job duties listed above, including creating, computerizing and updating existing documentation for job duties and communicating changes to other Accounting/Finance personal.
8. Backs up various functions of the Accountant I and III.
9. May serve on various committees.
10. Performs other duties of a similar or related level as necessary or assigned.

Accountant III/Lead Worker:

1. Acts as Team Lead, assisting Supervisor in: prioritizing and scheduling work for day-to-day operations; providing information for staff evaluations and appraisals; acting as staff resource and back up; training and checking the work of staff and any other temporary or part-time clerical or administrative workers.
2. Performs essential Payroll duties including: process monthly payroll in financial software system; prepare and distribute payroll checks; prepare payroll reports; perform monthly reconciliation of payroll general ledger accounts; prepare various reports and forms; maintain confidential employee payroll files; assist with training department supervisors and employees in payroll-related matters; research and respond to payroll inquiries.
3. Responsible for monthly Central Purchasing process.
4. Prepares and distributes monthly miscellaneous billing invoices and statements.
5. Enters revenue collections in financial software (except Miscellaneous Billing).
6. Performs Cigna tracking.

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7. Writes new Standard Operating Procedures and updates SOPs, as needed.
8. Process monthly Payroll Payables (EAP/STD/LTD, Health Bill and COBRA payments).
9. Inputs COPS interest activity from monthly reports and prepares the interest JE.
10. Prints Trial Balance Report, reviews report for accuracy, and files.
11. Processes monthly Treasurer's Revenue Report and reconcile cash-in-bank accounts.
12. Enters STD Adjustments to payroll.
13. Creates Payroll Publishable (August and February).
14. Processes and reconciles Workers' Compensation; produce annual audit report.
15. Prepares the following at year-end: payroll calendars and timesheets; tax tables and Holidays in financial software; and workers' compensation rates.
16. Updates Finance Department website, as needed.
17. Backs up various functions of the Accountant I & II.
18. Assists with annual audit preparation.
19. May serve on various committees.
20. Performs other duties of a similar or related level as necessary or assigned.

Job Qualifications:

Accountant I:

Knowledge of:

1. Relevant Federal, state and local laws, rules, regulations, codes and/or statutes.
2. Practices and procedures specific to bookkeeping.
3. Modern office processes and procedures.
4. Keyboarding, data entry, 10-key calculator and word processing skills.
5. Business mathematics and recordkeeping.
6. Relevant computer hardware and software applications.

Ability to:

1. Speak, read and write the English language.
2. Communicate effectively verbally and in writing.
3. Understand and follow written and verbal directions.
4. Perform basic arithmetic functions (add, subtract, multiply and divide).
5. Provide high level of customer service.
6. File various forms of paperwork in alpha and numeric filing systems.
7. Establish effective working relationships with coworkers and supervisors, other Departments/Offices, and other agencies.
8. Use resources to solve problems.
9. Work independently.
10. Understand and practice safety procedures and precautions.
11. Maintain confidentiality.

Accountant II: Payroll, A/P and A/R Accountant:

In addition to the knowledge required for Accountant I, knowledge of:

1. Practices and procedures specific to business accounting.
2. Payroll, A/P and A/R processes.
3. Microsoft Office, including Excel and Word.
4. Understand, analyze and edit complex information.
5. Edit the work of others.
6. Examine data and verify accuracy of source documents.

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Accountant III/Lead Worker:

In addition to the abilities required for Accountant II, ability to:

1. Learn and master more complex accounting functions.
2. Schedule and coordinate work plans from start to finish.
3. Train and review work of Accountant I and Accountant II.

Internal & External Contacts:

Internal Contacts:

Frequently interacts with other Department/Office employees.

External Contacts:

Frequently interacts with financial software provider; occasionally interacts with vendors or other organizations.

Physical Activities and Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform essential functions.

Required Physical Activities:

While performing the essential functions of this job the employee is frequently required to reach, grasp, finger, stand and/or sit for long periods of time, walk, talk and hear; occasionally required to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, peripheral vision, and ability to adjust focus.

If performing the duty of courier, frequently required to push, pull and/or lift up to 30 pounds from ground into trunk or seat of vehicle and lift back out from vehicle to ground.

Work Environment:

The noise level in the work environment is usually moderately quiet, with frequent interruptions and multiple demands.

Required Travel:

The employee is occasionally required to travel out of County for training and conferences.

Computers and Other Equipment:

Computer and relevant software applications; calculator; telephone system; facsimile; scanner; shredder; postage machine; and copier.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts Garfield County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the County's current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the County.