

TALLADEGA COUNTY COMMISSION



DEPARTMENT: Commission
POSITION: Accountant II
— Accounts Payable
— Receivables and Cash
— Payroll
— General

PAY GRADE: L (\$17.66 per hour)

FLSA: Non-exempt

Talladega County is accepting applications and resumes for the position of Accountant II (both are required). Only applicants meeting the minimum requirements for the position will be considered. In addition to an interview, as a part of the evaluation process, applicants will also be required to take a short written test of general accounting knowledge.

OVERVIEW: Under the general supervision of the Accounting Manager or Finance Director/CFO, this position is responsible for accounts payable, receivables, cash, fixed assets, or other assigned duties and responsibilities. Within the parameters of maintaining adequate separation of duties, accountant II's perform any combination of the above designations as directed by the Finance Director/CFO or the County Administrator, but will be assigned a primary function.

ESSENTIAL FUNCTIONS:

ACCOUNTS PAYABLE

- Oversees accounts payable function for all funding sources.
- Maintains an accounts payable system in accordance with applicable laws, regulations and Generally Accepted Accounting Principles.
- Sorts and matches all invoices, check requests, and supporting documentation for payment.
- Ensures that vendors are paid on a timely basis in agreement with terms of invoices, contracts, pricing discounts, price quotes, and federal, state, and private grants.
- Comparing supporting documents with invoices and check requests, reviews for completeness and accuracy, resolving any discrepancies with vendors, departments, purchase orders, etc.
- Verifies the accuracy of input batches.
- Maintains accurate vendor files to include 1099 information.
- Assists with year-end closing as it relates to open purchase orders and outstanding invoices.
- Takes incoming vendor calls and resolves any discrepancies between outstanding balances and remittance amounts.
- Prepares detailed report of accounts payable for approval by County Commission.
- Maintains vendor and payables files.
- As directed, assists with annual budget and annual audit.
- Performs other related duties as assigned.

RECEIVABLES AND CASH

- Gathers, posts, verifies, balances, and adjusts accounts, including details, on financial records.
- Records cash receipts into the general ledger.

- Prepares and sends invoices to various entities and maintains accounts receivable sub-ledger.
- Prepares a variety of financial and statistical statements and reports requiring arithmetical calculations.
- Prepares and maintains special ledgers as directed.
- Prepares routine and non-routine journal entries as directed.
- Prepares reports for external agencies.
- As directed, assists with annual budget and annual audit.

PAYROLL

- Collects, compiles, and enters payroll data within established deadlines for all payroll types and cycles.
- Investigates and correct payroll discrepancies and errors
- Updates employee records in accordance with established policy
- Ensures compliance with established internal policies, FLSA, and state laws.
- Prepares and submits all required reporting for state and federal tax withholdings and employer contributions, health and retirement benefits withholdings and employer contributions, and miscellaneous withholdings (ex. garnishments).
- Maintains accurate records for all types of compensated leave and provides same to departments.
- Provides time records to Human Resources Manager for employees on approved, extended leave (FMLA and general leaves of absence).
- Files claims for reimbursements from other entities as required (ex. SRO's)
- Provide information, records, and reports as required for financial and special audits.

GENERAL ACCOUNTING

- Performs monthly reconciliations of all county bank accounts.
- Records funds received for accounts receivables in the accounting records.
- Scans invoices and other documents, as applicable, and attaches to appropriate record in accounting software.
- Records acquisition and disposal of fixed assets.
- Maintains fixed asset accounting, calculates and records depreciation expense annually.
- Coordinates prescribed physical inventories of County assets per policy
- Ensures that W-9's are on file for all County vendors and maintains file of current documents.
- Prepares of and reporting for 1099's annually.
- Reviews parts/supplies and fixed assets inventories in accordance with County's schedule.
- As applicable, maintains and prepares reports, documents, and files for state and federal grants.
- Prepares and maintains special ledgers at the direction of the Finance Director.
- Prepares routine and non-routine journal entries at the direction of the Finance Director.
- Prepares reports for external agencies.
- Other duties and responsibilities as may be assigned, including assisting or filling in for other Accountant II's.

MINIMUM QUALIFICATIONS:

- High school diploma or GED
- Associates degree in accounting or business with concentration in accounting, bachelor's degree preferred.
- Five (5) years' experience with general accounting, accounts payable, and accounts receivable.
- Equivalent combination of education and experience

- Bondable

KNOWLEDGE, SKILLS AND ABILITIES:

- Effective oral and written communications skills.
- Math skills sufficient to perform simple and complex accounting processes.
- Skilled in verifying and matching information on invoices, purchase orders, receiving documents, or other financial and resolving any discrepancies with vendors or County departments.
- Ability to work efficiently with the County’s accounting software and with Microsoft Office programs.
- Skill in reading and understanding oral and written instructions, manuals and correspondence.
- Ability to operate office machines such as calculator, computer, and copy machine.
- Basic knowledge of bookkeeping and accounting procedures and principles.
- Knowledge of departmental policies and procedures and ability to apply them to work problems.
- Ability to work independently with little supervision.

SUPERVISORY CONTROLS:

- This position has no supervisory duties
- This position receives supervision from the Finance Director or Accounting Manager which establishes objectives, priorities and deadlines. May also receive direction from the County Administrator.

WORK ENVIRONMENT:

- This work is performed in a typical office environment with employee sitting at a desk for extended periods of time with intermittent standing and walking.

REQUIRED PHYSICAL ABILITIES:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
- Ability to sit at a desk with intermittent standing and walking.
- Must be able to lift up to 15 pounds.

REQUIRED PHYSICAL ABILITIES:

Must have the following physical abilities with or without reasonable accommodation:

- Sufficient clarity of speech and hearing or other communication capabilities which permits the employee to communicate effectively
- Sufficient vision or other powers of observation which permits the employee to review a wide variety of materials in electronic or hardcopy form
- Sufficient manual dexterity which permits the employee to operate a personal computer, telephone and related equipment
- Sufficient personal mobility and physical reflexes which permits the employee to function in a general office environment
- Must be able to lift up to 15 lbs.

JOB DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed and fully understand the job description for **Accountant II**. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. I also understand that management has the right to assign or reassign duties and responsibilities to this job at any time.

Employee Signature _____ Date _____