



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Accountant I-II
Department: Finance
FLSA Status: Non-Exempt
Job Code: 1645
WC Code: 8810
Effective Date: July 1, 2020
Last Revised: July 1, 2020
Pay Grade: NU14/NU16
Union: Non-Union (Confidential)

SUMMARY

Provides oversight and direction to county departments in development of annual budgets, supplemental budgets, and annual financial reports; coordinates and monitors all county grants and contracts for fiscal compliance; Ensures integrity and accuracy to data posted on general ledger; participates in strategic planning, policy analysis and development; does related work as required. Work with other accountants and management to maintain County fiscal control as outlined in COSO framework. Work is performed under the general supervision of the Finance Director and is reviewed primarily through results attained.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

Accountant I:

1. Remain current on County accounting and financial policies and procedures, internal controls, legal requirements, ordinances, and department policies affecting County financial operations. Interpret financial information to advise management of any applicable changes in procedures to reflect revised requirements.
1. Maintains fiscal records; compiles data and prepares summaries, statements, statistical information and other reports. Prepares and reconciles account balances; reconciles report discrepancies and problems; makes necessary corrections.
2. Develops fiscal/accounting procedural recommendations, changes and/or projections based on independent analysis and research of data.
3. Works directly with federal and independent auditors to explain transactions or answer questions.
4. Reviews work from other departments or sources for accuracy and conformance with County procedures and generally accepted accounting principles (GAAP); provides technical assistance as required. Effectively communicates adjustments and works in collaboration with the departments served.

5. Provides consultation, advice and direction to various County departments' staff regarding grant and/or contracting issues and methods which will best meet legal requirements and agency objectives; safeguards the integrity of grant administration or contracted services and protects the agency from financial losses due to adverse legal action or audit irregularities.
6. Administers accounting, reporting, and other management requirement with grant recipients or contractors; reviews plans/agreements, schedules, budgets, progress reports, or other grant/contract monitoring instruments to ensure contract or grant project/program performance; may conduct on-site reviews; identifies and resolves problems, assures appropriate and timely correction of grant administration and/or contract compliance issues.
7. Produce and review monthly financial reports for/with department heads, as well as state and federal agencies, and other parties. Provide technical assistance to County departments in the areas of accounting and budgeting.
8. Works as part of a team with other accountants to develop, produce and publish the annual County budget and Comprehensive Annual Financial Report. Coordinates department preparations of supplemental budgets throughout the year.
9. Perform research and analysis on confidential bargaining issues as assigned.
10. Maintain effective working relationships with County departments, vendors, co-workers, and auditors.
11. Other duties as assigned.

Accountant II:

12. All items under Accountant I duties.
13. Analyze operating procedures, budget processes and requirements, grant and contract content to ensure compliance with rules and regulations. Recommends new procedures and/or revisions to existing procedures as needed.
14. Recommend, establish, and implement procedures and practices regarding the financial records and systems of the County.
15. Review grant and contract content for compliance with rules and regulations, specifically regarding financial oversight. Monitor and approve payments per contract terms and conditions.
16. Present complex, sensitive or confidential budgetary calculations throughout the year to the Finance Director. Requires considerable procedural knowledge to ensure completeness and accuracy.
17. Perform various analysis on fiscal, budgetary, and accounting matters as assigned by Finance Director, including background research and analysis,

SUPERVISORY RESPONSIBILITIES

Supervision is not normally a requirement of this series. Provides technical assistance to lower position within department and to other County department staff.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

Accountant I:

Thorough knowledge of budgeting and accounting; effective English grammar and usage; professional office etiquette. General knowledge of the operations, policies and terminology of a finance office; program development, planning and evaluation; and application of federal, state and local rules and regulations. Requires skill in the operation of standard office equipment; computer software programs for word processing, spreadsheets and databases. General knowledge of COSO framework, GASB pronouncements, and Uniform Guidance. Ability to research assigned problems; organize

materials from various sources into a format to complement needs of other staff and meet established deadlines; solve problems and make accurate, independent decisions.

Accountant II:

Advanced knowledge of COSA framework, GASB pronouncements, and Uniform Guidance. Advanced knowledge of Oregon budget law.

EDUCATION AND EXPERIENCE

Accountant I:

Associates degree in accounting or related field from accredited college or university and four years progressively responsible experience; or equivalent combination of education and experience.

Accountant II:

Bachelor's degree in accounting or related field from four-year college or university and four years progressively responsible experience; or equivalent combination of education and experience.

JOB IMPACT

The most common consequence of error would be a financial loss. This could include penalties and interest for non-compliance with federal and Oregon laws related to withholding and reporting.

JOB CONTACTS

This position requires frequent contacts with other departments to provide them with technical assistance in the areas of budgeting, accounting functions and policies. This position also deals with the public, independent auditors and other governmental agencies to explain financial accounting actions taken by the County

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to respond courteously and tactfully and establish and maintain effective working relationships with other employees and officials, outside officials and agencies and the public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide. Ability to use statistical calculations involving fractions, percentages, and ratios. Strong Excel skills are required.

REASONING ABILITIES

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and contract variables.

OTHER SKILLS AND ABILITIES

Ability to operate standard office equipment and computer software programs for word processing, spreadsheets, and databases.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Driver's License; safe driving record.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job. This position works primarily in the office for management and administrative duties. The noise level in the work environment is usually moderate. Frequent contacts are made with other county departments, other governmental agencies, outside agencies and the public. This position is impacted by urgent time deadlines, heavy or uncontrollable workflow, the need to make quick decisions, the need for extreme

accuracy and attention to fine detail, uncontrollable interruptions and the need to frequently shift attention. May be required to work flexible shifts to accommodate meetings. Occasional overtime is required.

PHYSICAL REQUIREMENTS

The physical demands 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 individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting strength	# of pounds = 25lbs			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dexterity/Coordination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Rapid-mental/hand/eye coord.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input type="checkbox"/>	Distinguish colors	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>		
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	Depth perception	Describe: Close Vision & Ability to adjust focus			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Yes			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors = Standard courthouse office environment					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>