



# Josephine County, Oregon

## Human Resources Office

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

### POSITION DESCRIPTION

Job Title: Senior Accountant  
Department: Finance  
FLSA Status: Exempt  
WC Code: 8810  
Effective Date: October 1, 2019  
Last Revised: October 1, 2019  
Pay Grade: NU17  
Union: Non-Union (Confidential)

#### SUMMARY

The Accountant/Project Manager works with departments throughout the County to maintain fiscal controls as outlined in COSO framework while implementing and training department use of financial systems. The Accountant/Project Manager performs highly technical professional accounting work, such as account analysis and auditing of financial records, in accordance with professional standards, County policy, and established practices and procedures.

Work is performed under the general supervision of the Finance Director and the Assistant Finance Director and is reviewed primarily through results attained, the assessment and accomplishment of established annual goals, and independent audits.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

These duties represent the essential functions needed of the person in this classification.

1. Be able to successfully manage a large project with many work groups, milestones, deliverables, and scheduling requirements; working closely with Assistant Finance Director to define those.
2. Recommend, establish, and implement procedures and practices regarding the financial records and systems of the County.
3. 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.
4. Works as part of a team with other accountants to develop, produce and publish the annual County budget.
5. Works as part of a team with other accountants to develop, produce and publish the County's Comprehensive Annual Financial Report.
6. Perform various analyses on fiscal, budgetary, and accounting matters as assigned by the Finance or Assistant Finance Director.
7. Other duties as assigned.

### SUPERVISORY RESPONSIBILITIES

This position may provide indirect supervision to the professional accounting staff by reviewing work-papers. Serves as technical expert/instructor for department fiscal control and financial software operation.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with the understanding of the COSO framework, GASB pronouncements, and Uniform Guidance. The requirements listed represent the knowledge, skill, and/or ability required. Thorough knowledge of budgeting and accounting; effective English grammar and usage; considerable knowledge of the operations, policies, and terminologies of a finance office including program development, planning and evaluation, and application of State, Federal and local rules and regulations. Requires skill in the operation of standard office equipment, computer software, spreadsheets, and databases. 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.

### EDUCATION AND EXPERIENCE

A Bachelor's degree in accounting, finance or related field, and three years of progressively responsible experience in governmental accounting and finance with preferred focus on project/change management or any satisfactory combination of experience and training which demonstrates the knowledge, skill and ability to perform above described duties.

### JOB IMPACT

Consequences of error could include financial loss, penalties and interest for non-compliance with federal and Oregon laws related to withholding and reporting, overpayments, budgeting inappropriately for either revenues or expenditures, or losses resulting from a breakdown of internal controls.

### 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 communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations. Ability to read, analyze and interpret complex laws, rules, and regulations. Ability to respond courteously and tactfully to establish and maintain effective working relationships with employees, officials, and 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, research and collect data, establish facts, and draw valid conclusions. Ability to interpret complex laws, rules, and regulations and apply to practical situations.

### OTHER SKILLS AND ABILITIES

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

### CERTIFICATES, LICENSES, REGISTRATIONS

None.

### 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

Work is performed primarily in a typical office environment. The noise level is usually moderate. This position is impacted by the necessity of meeting timelines established by law, uncontrollable work flow, and uncontrollable interruptions. Travel is occasionally required to attend meetings.

### PHYSICAL DEMANDS

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 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 type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input 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 type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting strength	<b># of pounds = 25lbs</b>			
<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 type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
<b>Speech, Vision &amp; Hearing</b>					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input type="checkbox"/>	Depth perception	Describe: Close Vision & Ability to adjust focus			
<input type="checkbox"/>	Ability to hear	Normal Speech Level: Yes			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
<b>Exposure - Environmental Factors = Standard courthouse office environment</b>					
<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 checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" 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"/>