

Carroll County Government <u>Apply on-line</u>: ccgovernment.carr.org

Department of Human Resources 225 North Center Street Westminster, Maryland 21157 410-386-2129

Employment Opportunity

Accountant I - Bureau of Accounting \$21.43 hourly salary (Grade C11) 40 hours weekly with full benefit package

Apply By: Thursday, January 31, 2019 @ 5:00 p.m.
Applications will be processed and interviews scheduled as they are received

<u>GENERAL RESPONSIBILITIES</u> Applies accounting principles and procedures to ensure the efficient and accurate management of accounts in accordance with generally accepted accounting principles and practices. Complies with Federal, State and local laws. Analyzes financial data and prepares financial information and reports.

ESSENTIAL TASKS include the following; other duties may be assigned

- 1. Analyze and reconcile bank statements, ledgers, reports, and financial records
- 2. Recommend, prepare, and post adjustments, journal entries, and reports,
- 3. Prepare and maintain detailed schedules and statistical tables; reconcile accounts with audit outcomes
- 4. Maintain accurate financial records and work papers
- 5. Post Fiduciary Funds' expenditures and prepare monthly statements
- 6. Prepare financial statements, supporting schedules, and footnotes for the Comprehensive Annual Financial Report (CAFR)
- 7. Analyze transactions for correct coding and assignment of revenues and expenditures
- 8. Analyze and reconcile grant revenues and expenditures
- 9. Review accounts payable checks and documentation for proper backup and approvals
- 10. Analyze and reconcile grant revenues and expenditures
- 11. Prepare invoices and review collections of County receivables and loans
- 12. Prepare monthly accounts receivable invoices for governmental partner agencies
- 13. Study, develop, and standardize procedures and policies to improve efficiency and ensure sound financial practices
- 14. Perform related duties as to specific assignments
- 15. Any employee may be identified as Essential Personnel during emergency situations.
- 16. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
- 17. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality, and represents the County

EDUCATION AND EXPERIENCE

- 1. Bachelor's degree in Accounting, Finance or related field
- 2. Two years experience in accounting with spreadsheets

A comparable amount of training and experience may be substituted for the minimum qualifications.

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A Carroll County Government job application is required for this position Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

Posted: 12/17/18 Carroll County is an equal opportunity employer (19-57)

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.