



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

GENERAL RESPONSIBILITIES 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.

Apply on-line: cggovernment.carr.org

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 (19-57) Carroll County is an equal opportunity employer