# 01110

# Senior Accountant

**Grade: 9**

**FLSA: Exempt**

**Date: 01/18**

**Job Summary**. Analyzes, reconciles, records, evaluates, and adjusts the financial accounts of the County; maintains and records financial transactions for special funds, including but not limited to the Sheriff’s Office Retirement Plan, Building Authority, Special Assessments Funds, General Obligation Bonds; performs other duties as assigned.

**Essential Functions:**

1. Reviews, evaluates, analyzes, reconciles, and adjusts the financial accounts of the County to ensure timeliness and accuracy of the information contained in the accounting system;
2. For special funds and assessments, records, evaluates, analyzes, and adjusts the financial accounts of the County to ensure timeliness and accuracy of the information contained in the accounting system;
3. Performs accounts payable and receivable tasks including reconciling subsidiary accounts to control accounts, utilizing appropriate documentation/records, and resolves account discrepancies; prepares and records the necessary journal entries on as timely basis
4. Assists the Accounting Officer in the review of the work submitted by staff as well as other departments to ensure accuracy and propriety; follows up with other departments/staff as needed
5. Reviews various edit reports and other work performed by fiscal specialists to ensure accuracy
6. Communicates with other departments’ staff, as needed, to ensure accuracy and completeness of the records
7. Reviews journal entries prepared by other fiscal staff for accuracy
8. Prepares, reconciles and submits for approval, forms, reports and other documents required by government agencies;
9. Provides direct support to independent auditors to prepare analyses, scheduling accounts, and supporting documentation as well as providing requested information or coordinating requests with other departments;
10. As designated by the supervisor, reviews and approves wire transfers
11. Schedules recurring tasks to meet the need for timely and accurate financial recording and reporting ; prioritizes and reprioritizes to respond to changing circumstances and/or needs
12. Maintains files and other records to support financial transactions and work performed;
13. Utilizes technology effectively in performance of job duties
14. Performs specialized tasks in the County’s financial system, as directed by the supervisor;
15. Exercises professional judgment and discretion when handling information processed in performance of job duties
16. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
2. Ability to act as a representative of St. Mary’s County Government to the public;
3. Expert knowledge of department practices and procedures;
4. Expert knowledge of advanced Accounting Principles;
5. Ability to effectively communicate with other staff members; ability to coordinate, advise, and work with other professionals;
6. Ability to prioritize and multitask;
7. Ability to review and analyze existing information and make informed and sound decisions; ability to use available resources to research information;
8. Ability to keep accurate records and maintain organized and current files;
9. Ability to effectively utilize appropriate technology, including County administrative software as well as the County’s financial accounting systems

**Education and Experience:**

1. Bachelor’s degree in accounting or a related field;
2. Three or more years related experience;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date