

LANCASTER COUNTY ACCOUNTANT

NATURE OF WORK

This is professional accounting work in the maintenance, review, and analysis of fiscal records.

Work involves responsibility for independently maintaining a complete set of accounting records, collecting and recording detailed fiscal records, preparing and analyzing fiscal reports including financial statements; and reviewing and reporting on internal controls. An employee in this class will assist higher level employees with more complex accounting and/or auditing functions. Work requires independent judgment on technical accounting and/or auditing problems, but classifications and procedures are determined by departmental regulations or legal requirements. Work is reviewed by an administrative superior for adherence to overall standards of performance, and is subject to periodic audit. Supervision may be exercised over subordinate employees.

EXAMPLES OF WORK PERFORMED

Develop objectives, procedures and policies governing the management of revenues and expenditures in accordance with the principles of governmental accounting, and relevant state and federal regulations and statutes; explore and plan financial and accounting information system improvements; monitor changes to and interpret appropriate federal and state laws, rules, regulations, and standards to ensure County compliance and efficient work operations.

Prepare adjusting year end journal entries along with financial statements and footnotes for the Lancaster County, Crisis Center and Lancaster County Correctional Facility Joint Public Agency audits.

Serve as project manager for information flow from county departments during external audit process to ensure timely issuance of statements.

Monitor financial activity in the accounting system, ensure accounting system is utilized at highest capacity as possible by county departments and act as liaison with software vendor and Information Services.

Develop and distribute budget information to county departments throughout the budget process.

Prepare adjusting year end journal entries along with financial statements and footnotes for the audit of the Public Building Commission and provide accounting assistance throughout the fiscal year.

Prepare financial reports and provide accounting support for the Railroad Transportation Safety District and other areas as assigned.

Prepare annual Statement of Revenues and Expenditures.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of professional accounting principles and procedures.

Considerable knowledge of professional auditing principles and procedures.

Knowledge of governmental accounting procedures.

Ability to apply professional accounting principles to the maintenance of fiscal and accounting records.

Ability to perform audits in an independent manner under the direction of an administrative superior.

Ability to prepare reports containing audit results and recommendations on improvements to internal control procedures.

Ability to maintain a variety of accounting records and reports.

Ability to compile, calculate, and analyze data necessary for the completion of fiscal reports including financial statements.

Ability to develop modifications and improvements in existing account maintenance procedures.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with coursework in accounting and two years of experience working with governmental accounting and/or auditing procedures or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

10/18

PS2845