

LANCASTER COUNTY ACCOUNTANT II

NATURE OF WORK

This is highly responsible professional accounting work within the Lancaster County Clerk's Office and/or Budget and Fiscal Office performing advanced accounting functions.

Work involves maintaining and reviewing complex expense documentation and records to ensure compliance with various federal and state regulations and County policies. Work also involves maintenance and reconciliation of the encumbrance and fixed asset subsidiary ledgers. In addition, work will include a variety of reporting and compliance responsibilities required by State Statutes and/or County Resolutions. Work is performed with established guidelines and procedures and under the general supervision of the Accounting Operations Manager. Supervision may be exercised over subordinate clerical or accounting staff. This position will provide back up to the Accounting Operations Manager regarding various accounting functions.

EXAMPLES OF WORK PERFORMED

Serve as primary back up and overflow of duties assigned to Accountant I.

Maintain the encumbrance subsidiary ledger and process payments against prior year encumbrances.

Resolve payment discrepancies reported by bank to ensure timely payment to vendor and reduce the likelihood of fraudulent disbursements.

Review Fixed Asset Information Forms submitted by various County Departments to ensure compliance with the County's property Control Manual.

Enter fixed asset information into County's fixed asset software.

Coordinate annual County Inventory (Fixed Asset) Certification process including preparation of the annual report for County Board approval.

In coordination with the Accounting Operations Manager, reconcile reports from fixed asset software to general ledger and prepare necessary year-end journal entries.

Maintain and update records in the County's accounting system to ensure efficient and accurate 1099 preparation at year end.

Prepare County Clerk's monthly revenue report and reconcile to daily cash receipts and general ledger.

Provide County Clerk's monthly revenue report and reconcile to daily cash receipts and general ledger.

Provide back up to the Accounting Operations Manager related to accounting responsibilities.

Complete special projects including financial reporting and account reconciliations as assigned by the Accounting Operations Manager.

Assist Accounting Operations Manager in providing requested supporting documentation to outside auditors.

Assist with fulfilling public records requests specific to financial records under the County Clerk's jurisdiction.

Serve as the designated Records Management liaison for the County Clerk's Accounting Division to ensure compliance with County records management policies and State retention schedules.

Perform other accounting related duties as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of accounting principles and practices including their application to governmental accounting.

Considerable knowledge of government regulations regarding payments including the County Purchasing Act.

Considerable knowledge of computer and data processing software programs.

Considerable knowledge of automated financial systems and their application to public accounting.

Knowledge of auditing techniques and concepts.

Knowledge of statutory requirements governing records retention.

Ability to apply advanced accounting principles to the maintenance of computerized and written fiscal and accounting records.

Ability to establish and maintain effective working relationships with elected officials, department heads, employees, coworkers, and the general public.

Ability to organize and analyze various financial and statistical data with speed and accuracy.

Ability to make various mathematical computations and tabulations rapidly and accurately.

Ability to efficiently prioritize and complete assigned work to meet designated deadlines.

Ability to organize and maintain a variety of accounting records and reports.

Ability to maintain and protect confidential and sensitive information.

Ability to understand and carry out complex verbal and written instructions.

Ability to communicate effectively both verbally and in writing.

Ability to work under pressure and/or with frequent interruptions.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with coursework in accounting, finance, business administration, or public administration and two years of experience working with automated financial systems or any equivalent combination of training and experience that provides the knowledge, abilities, and skills.

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