

LANCASTER COUNTY ACCOUNTANT I

NATURE OF WORK

This is highly responsible professional accounting work within the Lancaster County Clerk's Office and/or Budget and Fiscal Office involving the maintenance and review of fiscal records as well as initiating vendor payments.

Work involves maintaining and reviewing expense documentation and records as well as ensuring compliance with various federal and State regulations and County policies. Work also involves auditing payment requests for accuracy and completeness, generating and reconciling weekly financial reports for approval by the County Board, as well as submitting payments to vendors in an accurate and timely manner. Work is performed with established guidelines and procedures and under the general supervision of the Accounting Operations Manager or their designee.

EXAMPLES OF WORK PERFORMED

Maintain and update the general ledger accounts in the County's accounting system.

Provide general ledger, payment, and accounting support to County Departments.

Review payment vouchers submitted by County Departments to ensure compliance with County policies and standards.

Approve and post payment vouchers in the County's accounting system; follow up with appropriate personnel to correct deficiencies or errors.

Review all charges made on County Purchasing Cards (P-Cards) and trace to supporting documentation to ensure compliance with County policies and standards.

Identify claims that are not in compliance with County policies and report such claims to the County Board as a claim for review.

Prepare weekly claims reports for approval by the County Board.

Update vendor information including bank account information in the County's accounting system.

Verify and submit electronic payment files to the bank and send payment advice to vendors receiving payments.

Generate and distribute paper checks.

Prepare and/or post various journal entries to record cash disbursements, correct prior entries, or adjust account balances.

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 computer and data processing software programs.

Knowledge of government regulations regarding payments including the County Purchasing Act.

Knowledge of automated financial systems and their application to public accounting.

Ability to apply 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, co-workers, 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

Associate degree with coursework in accounting, finance, business administration, public administration or related field 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.