

Chelan County Accountant II Job Description

Job Title: Accountant II
Department: Auditor
Reports To: Financial Service Manager
FLSA Status: Nonexempt
Prepared By:
Prepared Date:
Approved By:
Approved Date:

SUMMARY

Responsible for performing complex financial data analysis, reconciliation of expenditure, revenue, balance sheet and budget accounts, development and implementation of adequate systems for internal control.

Responsible for managing, preparing, balancing and processing payroll/benefits and accounts payable for all county departments and local taxing districts. Answers employees' questions and records employee enrollment in benefit programs. Ensuring all transactions and vendor information is accurately processed through the accounting system and reviews all claims to protect the county from issuing inappropriate and illegal payments, as well as monitoring budget compliance. Maintain knowledge of, and changes in, generally accepted accounting principles as well as BARS Manual content and changes in order to analyze financial information and prepare financial reports by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Compiling and analyzing financial information to prepare account reconciliations. Such as general ledger accounts, accounts receivable or cash receipt transactions, detailing assets, liabilities, and capital.
- Analyzing and reconciling balance sheet accounts, and preparation of other reports to summarize and interpret current and projected company financial position for other managers.
- Auditing contracts and vouchers, and preparing reports to substantiate individual transactions prior to settlement.
- Importing revenue transactions from Treasurer's accounting system and recording transactions to Auditor's accounting system. Reconciling the general ledger to the Treasurer's reports. Balancing totals and posting to general ledger.
- Manage overall process and reconciliation of payroll data such as hours worked, overtime hours, sick, annual and compensatory leave; taxes, insurance, and union dues to be withheld, and employee identification number, from time sheets and other records. Auditing payroll data entered by departments and districts. Balance all payroll checks with department totals and supporting documentation before printing. Electronically submitting direct deposit amounts to banks. Process all warrants for vendors of payroll benefits and deductions. Work with, as necessary, county Human Resources department in order to maintain compliance with federal and state wage, employment, leave and benefit laws and regulations.

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- Administering county's salary plans according to labor contract agreements or Board resolutions. Calculate and implement employee deduction or wage and benefit changes in the payroll system as required. Working with brokers, carriers, and government agencies to communicate and resolve benefit related issues, updates, and changes.
- Reconcile wages computed and correct any errors to ensure accuracy of payroll. Calculating retroactive pay or overpayments and applying over several months, adjusting taxes accordingly. Manage countywide leave programs, leave pay and nontaxable wages.
- Manage programs affecting net wages such as exemptions, insurance coverage, and garnishments for each employee and update master payroll records. Communicate with employees, labor unions and county Human Resources department about any changes.
- Reconcile enrollment data from plan providers to verify accuracy and resolve differences. Communicate differences with labor personnel and make any necessary changes with each plan. Report number of employees each month to the Bureau of Labor Statistics.
- Manage payroll and benefit portions, as appropriate, of the employee separation process for terminated employees by updating enrollment status, paying out vacation and bonus hours, etc. Accurately report payouts to Dept. of Retirement.
- Manage benefit enrollment process, as appropriate in coordination with the county Human Resources department, including preparation of reports of benefit enrollment, benefit deductions, and plan participation. Maintain accurate records for reporting information to Dept. of Retirement. Making changes each month for corrections from previous months to ensure accuracy of employee retirement funds.
- Audit all accounts payable claims for compliance, appropriate budget authority, proper and accurate BARS accounting codes, appropriate departmental approvals and sufficient documentation. Process all accounts payable vendor and jury duty payments. Records and verifies all Board of Commissioners budget adjustments as they occur.
- Obtains IRS form W-9 from all county vendors; prepare reports to reconcile accounts payable payments and transmit information to the IRS, including preparation of form 1099 at year end. Reconcile employment tax and withholding information and prepare county quarterly 941 and reports for the IRS. Verifying districts quarterly 941 forms prior to reporting to the IRS. Prepare and file county and district W2 reports at year end with Social Security Administration.
- Managing outstanding accounts payable warrants. Voids year-old warrants and reconciles with the Treasurer's office. Compile the year-old warrants to report on line with Dept. of Revenue for unclaimed property.
- Respond to frequent inquiries from departments and districts regarding a wide variety of questions in reference to payroll, benefits, accounts payable, accounts receivable, budget and more.
- Installing, modifying, documenting, and coordinating implementation of accounting systems and accounting control procedures. Making recommendations regarding the accounting of reserves, assets, and expenditures.

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- Conducting studies and submitting recommendations for improving the organization's accounting operation. Devising and implementing system for general accounting processes including design and implementation of system of internal accounting controls.
- Participate in assigned portions of the countywide annual financial statement preparation process. Maintain knowledge of and compliance with financial statement preparation process and requirements. Ensure compliance with requirements of the State Auditor's Office for financial statement preparation.
- Manage countywide capital asset program. Work with departments to ensure capital asset inventory is completed accurately and in a timely basis. Reconcile annually capital assets purchased, disposed, donated, etc. Prepare schedules and disclosures related to county capital asset inventory and changes in year-end amounts.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; 4 years' experience; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Washington State Board of Accountancy BARS.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand, walk, and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.