



JOB DESCRIPTION

JOB TITLE: Accountant

JOB CODE: 1000

DEPARTMENT: Administrative Services/Comptroller

FLSA STATUS: Exempt

REPORTS TO: Director of Administrative Services/Comptroller

SUMMARY OF JOB PURPOSE

Performs accounting and budgetary assignments including administering grants, tracking project costs, reviewing and analyzing financial data, and analyzing business and/or operating procedures; presents financial information as required.

ESSENTIAL FUNCTIONS

1. Assists management in the preparation, monitoring and analysis of departmental budgets; coordinates activities necessary to prepare and review budget requests and justifications; reviews expenditure trends and analyzes revenues, as well as specific expenditure and revenue line items.
2. Prepares and analyzes financial and statistical reports necessary for senior management relating to expenditures, revenues, departmental forecasting, etc; utilizes statistical measures, not limited to cost-benefit analysis, cost-effectiveness analysis (pursuant to agreed upon performance measures), forecasting, and trending.
3. Administers Federal and State grants, including grants passed through to sub-grantees; reviews grant expenditures for eligibility and prepares grant reimbursement requests for submittal to Federal and State agencies; complies with grant reporting requirements including preparation of quarterly reports and other compliance requirements.
4. Acts as a liaison with departments regarding budget planning and/or grant issues; analyzes department program needs, prepares fiscal impact statements, conducts special studies, researches, analyzes, and prepares reports with recommendations for appropriate action; participates in contract administration and monitoring.
5. Evaluates and implements improvements to administrative and financial procedures and internal control systems; reviews funds for proper application of accounting principles in accordance with NRS and GAAP.
6. Prepares or reviews departmentally prepared monthly, quarterly, and year-end financial reports to outside agencies; prepares journal entries to reflect financial activity and provides assistance to departments receiving grants; interfaces with various departments, outside agencies, and the public in exchanging information, responding to requests, coordinating activities/projects, and responding as required.
7. Documents revenues received, reviews claims for expenditures, and prepares or reviews requests for reimbursement before submittal to State and Federal agencies; prepares or reviews applications for fiscal impact and accuracy, and maintains files to assist external auditors during the Audit; may prepare financial statements for annual audit.
8. Presents information, attends, and/or responds to questions at County Board meetings, meetings of advisory boards, or other committees, as needed.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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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

Bachelor's Degree in Accounting, Finance, or other closely related field with three (3) years professional accounting or auditing experience, preferably in a municipal or public setting.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and/or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, employees, and the general public.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations; apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Nevada laws relating to budgeting and governmental fund accounting; knowledge of general accounting principles; ability to analyze data, prepare accurate financial, budget, and statistical reports; intermediate to advanced level of computer knowledge including word processing, spreadsheet, and database software.

CERTIFICATES, LICENSES, REGISTRATIONS

CPA certification is desirable.

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.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and may occasionally be required to lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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WORKING ENVIRONMENT

This position primarily resides in a standard office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; noise level is usually quiet.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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