

MORGAN COUNTY POSITION DESCRIPTION

TITLE: DHS Accounting Specialist	GRADE: 9
DEPARTMENT: Human Services	DIVISION: Professional & Administrative
EXEMPT/NON-EXEMPT: Non-exempt	DATE: July 2018

GENERAL STATEMENT OF DUTIES:

Assist the Accounting Manager of Human Services in maintaining all Human Services financial records for the County. Responsible for the accounting and reporting functions and processes for the delivery of County information into the State systems for reimbursement under State regulations.. Assist with development of the financial accounting processes and procedures necessary to ensure programs are in compliance with federal, state and local statutes and regulations.

SUPERVISION RECEIVED:

Reports directly to the Accounting Manager of Human Services. Works alone on routine or regular assignments and checks with supervisory on non-routine assignments or when in doubt as to the correct procedures to follow.

ESSENTIAL FUNCTIONS:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The County reserves the right to modify or change the duties or essential functions of this job at any time.

- ◆ Prepares Human Services related accounting and finance reporting required by internal and external sources.
- ◆ Reconciles discrepancies in accounting control mechanisms by resolving error listings, cross checking source documentation, balancing figures.
- ◆ Assists with preparation of monthly, quarterly, and annual reports on financial activity to ensure expenditures are within budget allocations.
- ◆ Assists with audit monitoring for the department so that reports are completed in a timely fashion and are forwarded through appropriate channels. Assist in providing information to the independent auditors as needed.
- ◆ Confers with the Director and Accounting Manager regarding financial status of multiple programs; helps with decisions regarding transfer of funds to better utilize State and Federal funds; and other issues as they arise.

- ◆ Prepare reports using word processing software.
- ◆ Create reports using spreadsheet software relating information and analytical data.
- ◆ Prepares state entry for warrants, misc. receipts, SSI payments, and program costs.
- ◆ Work with Child Welfare managers for approvals through state systems for program costs.
- ◆ Records Child Care recoveries in Child Care state system.
- ◆ Reviews TANF and other contract invoices as necessary.
- ◆ Prepares Adult Protection checks from approved expenditure reports and maintains separate ledgers for each client.
- ◆ Prepares vouchers as necessary.
- ◆ May represents the County at the State and local levels through participation on committees, task forces, and in other capacities as a knowledgeable voice concerning human services administration of finance and accounting systems.
- ◆ Attends meetings and trainings.
- ◆ Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of Generally Accepted Accounting Principles (GAAP) and ability to properly apply.
- ◆ Knowledge of basic legal principles applying to government finance and accounting.
- ◆ Knowledge of cost accounting principals and ability to properly apply them.
- ◆ Ability to adapt well to change and to commit to County policy of continuous improvement.
- ◆ Ability to communicate well, both verbally and in writing.
- ◆ Ability to organize thoughts and tasks well.
- ◆ Ability to deal well with people including supervisors, other staff, department heads and vendors.
- ◆ Must complete Emergency Management Institutes NIMS Courses IS-700 & IS-100 within 6 months of hire.

QUALIFICATIONS:

- ◆ Associates degree in Accounting or related field, or a combination of relevant education in a position that would satisfy the equivalent of two years experience for each year of undergraduate education.

- ◆ Computer literacy in accounting software, spreadsheet and word processing software.
- ◆ Experience in governmental accounting a plus.
- ◆ Valid Colorado driver license.

WORK ENVIRONMENT:

Work is generally confined to a standard office environment.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

- ◆ VISION - Individual must be able to read handwritten or printed material, and read from a computer monitor.
- ◆ HEARING - Individual must possess average hearing ability. The noise level in the work environment is usually moderate.
- ◆ LIFTING - Must be able to lift, carry, push or pull a minimum of 25 pounds.
- ◆ MOBILITY - Spends 40% of the time sitting, 40% standing, and 20% walking while operating in the office. Occasionally* stoops, kneels, balances, reaches, crawls, and crouches while performing manual office duties.
- ◆ DEXTERITY - Frequent* use of eye, hand, and finger coordination enabling the use of automated office machinery.
- ◆ COMMUNICATION - Individual must be able to clearly understand the English language and be understood while speaking the English language.
- ◆ DRIVING - Individual must be able to operate a motor vehicle.

*Occasionally: Activity exists less than 1/3 of the time.

*Frequently : Activity exists between 1/3 and 2/3 of the time.

*Constantly : Activity exists more than 2/3 of the time.

Morgan County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, age, gender, gender identity, political affiliation, national origin, sexual orientation, disability, genetic information, veteran status, or any other legally protected status. Candidates whose disabilities make them unable to meet the requirements of the position will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodations.

Employee Signature:	Date:
Human Resources:	Date: