

Date Posted: 8/30/17

Applications accepted until: 9/18/17

Elbert County is an Equal Opportunity Employer

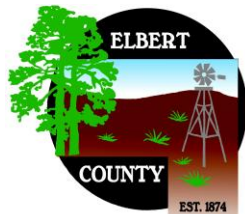
If interested, please submit application and resume to:

Elbert County Government

PO Box 7, 215 Comanche St., Kiowa, CO 80117

Or email: dianna.hiatt@elbertcounty-co.gov

For more information, please call 303-621-3150



Senior Accountant/Finance Analyst

Department: Finance

Salary: \$65,000-\$75,000/year

Approved: August 2017

FLSA: Exempt

SUMMARY

The Senior Accountant/Finance Analyst is an experienced professional with expertise in budget and accounting functions who provides analysis and recommendations on issues related to policy decisions, annual budget, capital improvements, project and grant monitoring, and all accounting functions. This position is supervised by the Director of Administration and works collaboratively with County elected officials, department heads, employees and citizens.

JOB DESCRIPTION

- Responsible for governmental accounting (including state and federal) reporting and compliance requirements;
- Facilitates annual audit and implements compliance with auditor recommendations;
- Develops a comprehensive annual budget document for public presentation;
- Provides advice, interpretation and counsel to department heads, elected officials and supervisors regarding accounting regulations, practices and procedures;
- Provides interpretation of fiscal operations, policies, procedures and compliance with federal and state laws;
- Analyzes, develops and monitors implementation of the County's Financial Policies and Procedures;
- Assesses accounting needs and strategies;
- Performs required day-to-day fiscal operations and policies, establishing and implementing procedures, forms and systems within the framework of the county's accounting and reporting systems;
- Initiates and prepares periodic and routine fiscal reports, financial reconciliation and management analysis;
- Provides financial guidance and recommendations to staff regarding asset management, capital improvement projects, cost analysis and maintains chart of accounts;
- Leads the development and administration of the county budget by analyzing multi-year forecasting of revenues, salaries and benefits, operating expenditures, capital projects and grants;
- Prepares journal entries and reconciliation;
- Evaluates complex financial trends;
- Prepares statistical analysis, research and recommendations regarding cash flow and financial stability of the County;
- Recommends and implements improvements to existing financial policies, procedures and systems to maximize efficiency;
- Establishes and maintains comprehensive fiscal processes, procedures and controls in accordance with federal, state and local regulatory requirements;
- Responsible for developing and maintaining a variety of detailed financial databases;
- Develops computer spreadsheet and database models and graphs for financial reporting.

QUALIFICATIONS

- Certified Public Accountant (CPA) license highly desired for this position;
- Bachelor's degree in accounting, finance, business or public administration or closely related field, and five years of progressively responsible governmental accounting;

- Extensive knowledge of governmental accounting theory, principles and practices including internal control procedures and management information systems;
- Must have a good working knowledge of budgetary, accounting and reporting systems, Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) reporting requirements;
- Knowledge of office automation and computerized financial applications; working knowledge of public finance and fiscal planning;
- Ability to simplify complex financial reports in summary formats for presentation to the Board of County Commissioners and management staff;
- Ability to independently identify and analyze accounting and financial system problems and to appropriately coordinate implementation of solutions with County staff;
- Ability to interpret, understand and ensure compliance with federal laws, state statues and county ordinances as related to finance and accounting functions;
- Knowledge of Colorado State Statutes pertaining to County Government budgets;
- Knowledge of Colorado State Treasury guidelines and policies;
- Knowledge of Colorado Department of Finance and Administration guidelines and applicable statutes
- Ability to deal tactfully and develop effective working relationships with department heads, elected and appointed officials, County staff, vendors and professional consultants;
- Strong oral and written communication skills, project management and systems development skills;
- Ability to work under stress, handle stressful situations and meet deadlines;
- Experience with Microsoft Office, AS-400 and SAGE Accounting or similar software packages.

ADDITIONAL REQUIREMENTS:

- Valid Colorado Driver's License with acceptable Motor Vehicle Record
- Must be able to pass a criminal background check
- This is a safety sensitive position that is subject to random drug testing.

PHYSICAL EFFORT, WORK ENVIRONMENT:

- Primarily works indoors in a controlled, standard office environment
- Requires maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time and operating motorized vehicles.
- Support operations of the Office of Emergency Management may require working in strenuous and hazardous situations to maintain the health and well-being of County residents
- Professional appearance is required in the office and at Board of County Commissioners meetings

Physical Requirements for Position

Grade Scale: At All Times/ Frequently/Occasionally/Seldom

Driving:	Frequently
Sitting:	Frequently
Balancing:	Occasionally
Bending/Stooping:	Frequently
Twisting:	Frequently
Squatting/Crouching:	Frequently
Kneeling:	Frequently
Crawling:	Occasionally
Climbing Stairs:	Occasionally
Climbing Ladders:	Occasionally
Reaching at shoulder level:	Frequently
Reaching below shoulder level:	Frequently
Reaching above shoulder level:	Frequently
Standing/Walking:	Frequently
Lifting:	1 lb minimum/50 lbs maximum
Carrying:	1 lb minimum/50 lbs maximum
Push/Pull:	1 lb minimum/50 lbs maximum