

ACCOUNTANT I
ACCOUNTING DEPARTMENT

POSITION DESCRIPTION

I. Position Summary

The position is a professional full-time position in the Columbia County Accounting Department under the supervision of a designated supervisor. Performs a variety of complex accounting, auditing and financial management according to prescribed procedures. Responsible for highly classified and confidential data with access to payroll and personnel records.

II. Essential Duties and Responsibilities.

1. Responsible for reviewing and auditing select County transactions, including grants for fiscal and compliance requirements
2. Assist in updating the county accounting systems
3. Design, develop and implement internal audit procedures for operating departments
4. Assist in preparing various costing and analysis
5. Provide assistance in closing preparations
6. Accounting presentations of accounting material in training sessions
7. Assist in the preparing of miscellaneous account reports
8. Prepare and analyze statements and reports for operating departments
9. Assist in all accounting functions as directed-
10. Provide assistance in budget preparations
11. Provide recommendations of system work design/redesign
12. Responsible for account and grant reconciliations
13. Review and prepare individual grant reimbursement claims to state/federal government
14. Assist in allocating insurance costs to various departments and prepare journal entry for charge back

III. Educational Requirements

1. Bachelor's Degree from an accredited college or university with a major in accounting/business and two years of professional work experience
2. Computer experience required

IV. Knowledge and Skills Required.

1. Ability to perform complex accounting processes
2. Knowledge of modern office equipment practices and procedures
3. Knowledge of business English, grammar and spelling
4. Ability to maintain complete and orderly records

5. Ability to maintain confidentiality of all records
6. Ability to accurately type 35 words per minute
7. Ability to use good judgements in the performance of duties
8. Ability to accomplish multi-tasks with given time constraints
9. Ability to perform duties with accuracy and effectively carry out all written and oral instructions
10. Ability to develop and maintain effective working relationships with staff of various county departments
11. Ability to work independently with minimum supervision
12. Valid Wisconsin Driver's License

V. Physical Requirements

1. Ability to lift/carry/push/pull at least 50 pounds
2. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking
3. Visual acuity
4. Ability to hear normal conversation
5. Ability to communicate in a clear manner
6. Good manual dexterity of hands and fingers

The position description is not to be interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated on this description.