

TITLE: Accounting Analyst

FIN/6

DEPARTMENT: Finance, Fayette County

**JOB SUMMARY:** This position is responsible for monitoring the financial performance of county departments measured to their annual budget, providing feedback and guidance to Department Heads, ensuring accounting procedures and controls are applied properly and in compliance with General Accepted Accounting Principles (GAAP) guidelines. An incumbent in this position may be designated "Senior Accounting Analyst."

**MAJOR DUTIES:**

- o Works with departments to gather support information to post all necessary budget and journal entries.
- o Reviews ledger activity throughout the month and provides month-end reconciliations.
- o Prepares all necessary schedules for the audit and CAFR in a timely and accurate manner.
- o Assists in the timely and accurate completion of annual reports required by governmental entities.
- o Analyzes departmental accounting activity, identifies issues timely and performs research to initiate resolution.
- o Participates in the budget process; prepares necessary schedules and reports used in budgeting.
- o Assists Budget Officer to ensure that all necessary budget journal entries as well as BOC agenda item entries are properly made; coordinates with the Accounting Supervisor to ensure that corresponding entries for actuals are made.
- o Completes various research projects as assigned.
- o Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- o Knowledge of governmental accounting practices.
- o Knowledge of governmental budget development and procedures.
- o Knowledge of computers and job related software programs.
- o Skill in public and interpersonal relations.

- o Skill in researching and preparing reports.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Assistant Chief Financial Officer assigns work in terms of very general instructions. The Accounting Analyst should be able to work with minimal supervision. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include county personnel policies, the county code, Generally Accepted Accounting Principles, accounting and auditing standards, Government Finance Officers Association recommendations, and state laws and regulations. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied accounting duties. Strict regulations require the need for a high degree of accuracy for the position.

**SCOPE AND EFFECT:** The purpose of this position is to monitor assigned funds. Success in this position contributes to the accuracy of county financial records.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, department heads, outside auditors, state officials, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, resolve problems, and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**SPECIAL CERTIFICATIONS AND LICENSES:** Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

**ADA COMPLIANCE:** Fayette County is an Equal Opportunity Employer. ADA requires the

HIPAA

County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**HIPAA COMPLIANCE:** The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

**DRUG AND ALCOHOL COMPLIANCE:** In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work

under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.