

LANCASTER COUNTY ACCOUNTANT III

NATURE OF WORK

This is highly responsible professional accounting work in the maintenance, review, and analysis of fiscal records.

Work involves responsibility for independently maintaining a complete set of accounting records, collecting and recording detailed fiscal records, preparing and analyzing fiscal reports including financial statements; and reviewing and reporting on internal controls. An employee in this class will assist higher level employees with more complex accounting and/or auditing functions. Work requires independent judgment on technical accounting and/or auditing problems, but classifications and procedures are determined by departmental regulations or legal requirements. Work is reviewed by an administrative superior for adherence to overall standards of performance and is subject to periodic audit. Supervision may be exercised over subordinate employees.

EXAMPLES OF WORK PERFORMED

Develop objectives, procedures and policies governing the management of revenues and expenditures in accordance with the principles of governmental accounting, and relevant state and federal regulations and statutes; explore and plan financial and accounting information system improvements; monitor changes to and obtain interpretations of appropriate federal and state laws, rules, regulations, and standards to ensure County compliance and efficient work operations.

Prepare adjusting year end journal entries along with financial statements and footnotes for the Lancaster County, Crisis Center and Lancaster County Correctional Facility Joint Public Agency audits.

Monitor financial activity in the accounting system, ensure accounting system is utilized at highest capacity as possible by county departments and act as liaison with software vendor and Information Services.

Develop and distribute budget information to county departments throughout the budget process.

Prepare adjusting year end journal entries along with financial statements and footnotes for the audit of the Public Building Commission and provide accounting assistance throughout the fiscal year.

Prepare financial reports and provide accounting support for the Railroad Transportation Safety District and other areas as assigned.

Prepare annual Statement of Revenues and Expenditures for the Lincoln Sports Foundation Motocross.

Maintain accurate accounting of grant revenues and expenditures; prepare and/or receive grant reports both financial and narrative as required; prepare for annual audits; recommend and assist in the development of policies relating to grants.

Set up proper accounting procedures for all grants received; supervise and monitor the County's Grants Fund.

Work closely with granting authorities, departments and agencies receiving grants; monitor and document compliance with grant reporting requirements.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of professional accounting principles and auditing procedures.

Knowledge of governmental accounting procedures.

Knowledge of the Office and Management and Budget (OMB) Compliance Supplement.

Knowledge of the fundamental principles and practices of grant acquisition and management including direct and indirect cost accounting and matching funds accounting.

Ability to maintain a variety of accounting records and reports.

Ability to compile, calculate, and analyze data necessary for the completion of fiscal reports including financial statements.

Ability to perform in an independent manner under the direction of a supervisor.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with coursework in accounting or public or business administration and three years of experience working with governmental accounting and/or auditing procedures or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.