

FEDERATION POSITION POSTING

HUMAN RESOURCES WILL BEGIN INTERVIEWING FOR THE FOLLOWING POSITION:

DEPARTMENT

Finance

POSITION

Finance Staff Assistant

LEVEL

12

JOB POSTING DATE

February 19, 2024

SUMMARY OF JOB DESCRIPTION

Responsible for general accounting duties including reconciling general ledger accounts and troubleshooting errors, preparing internal and external audit spreadsheets and other needs, recording investment transactions, assisting with receivable reconciliations and corrections, assisting with the accounts payable process, assisting with oversight and troubleshooting of problems with the County Records Program, preparing records for tax accountants, and corresponding with and training county personnel.

QUALIFICATIONS

Bachelor's degree in Accounting, Finance, Bookkeeping, or related field and five plus (5+) years bookkeeping/accounting experience (ten plus (10+) years bookkeeping/accounting experience may be considered in lieu of degree).

Skills and Experience:

Working knowledge or detailed understanding of bookkeeping/accounting principles and practices, including the following concepts:

Payroll – generating basic employee and employer tax withholding and depositing.

Fixed assets – balancing depreciation calculations to general ledger and troubleshooting difference.

Debt – general business loans and the related amortization.

Investments – recording basic monthly investment transactions and balancing the general ledger to monthly statements.

Financial statements – general flow of transaction processes and reconciliation of balance sheet accounts for monthly reporting purposes.

Accounting information systems – tracking accounting activity in conjunction with information technology resources.

Proficiency with ten key by touch.

Proficiency with typing skills of 40 wpm.

Computer operations including Windows, Excel, Word, Lotus Notes, Quicken, Great Plains, and general accounting software packages.

QUESTIONS OR INQUIRIES SHOULD BE DIRECTED TO
THE HUMAN RESOURCES DEPARTMENT
EOE