

**INGHAM COUNTY
JOB DESCRIPTION**

ACCOUNTANT - DRAIN

General Summary:

Under the direction of the Chief Deputy Drain Commissioner, maintains the accounting and financial records for the Drain Commission. Maintains accounts for all drainage districts and charges costs to accounts, maintains the various finds of the office, and prepares required activity and financial reports.

Essential Functions:

1. Maintains financial accounts for all drainage districts, the equipment revolving fund, and the revolving fund including the issuance of payments to contractors and vendors and the identification of districts needing to be assessed. Collects money from property for work performed by Commission personnel.
2. Prepares computation of costs for drains to be assessed including time, materials, equipment used, past costs not covered by former assessments, future anticipated costs, and other costs. Enters cost data to computer.
3. Reconciles bank statements, fund balance statements, and internal balances for all accounts and projects for drain and sewer projects.
4. Prepares required financial reports for drain funds and the Drain Commission. Prepares portions of the annual report and drain assessment reports.
5. Determines multiple year payoff amounts including prorating interest, maintaining records of same to accurately respond to title insurance companies, banks, realtors, and individual property owners as to unpaid balances and interest.
6. Manages retention accounts for drains for funds held until payments for contractors are approved.
7. Works with the County Treasurer in investing drain funds to ensure that funds are available when needed.
8. Assists auditors by organizing background information and assembling financial data and documents.
9. Trains support staff on accounting procedures.

Other Functions:

10. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications:

Education: Bachelor's Degree in accounting or equivalent.

Experience: One year of professional accounting experience. Prefer experience with drain accounts.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access files.

Ability to enter and retrieve information from a computer.

Working Conditions:

Works in office conditions.