

**INGHAM COUNTY
JOB DESCRIPTION**

ACCOUNTANT / CHILD CARE

GENERAL SUMMARY: Under the supervision of the Deputy Court Administrator for the Family Division and the Juvenile Court Administrator, monitors and balances the Juvenile Court general ledger accounts within the County general fund, Child Care Fund, and trust agency funds. Analyzes the various accounts, prepares appropriate journal entries, when necessary, and performs monthly reconciliation of revenues, bank accounts, and trust agency accounts. Prepares the monthly financial statement for the State Reimbursement of the County Child Care Fund, and prepares periodic (monthly and quarterly) billings for various grants. Develops accounting policies and procedures for the Juvenile Court and provides consultation on financial and internal controls to court management. Provides consultation to management on the most efficient design and use of Courtview and the MUNIS systems. Provides assistance to management on budget development for the Juvenile Court as well as making monthly projections of budget balances for court management.

TYPICAL DUTIES:

1. Balances and monitors the Court general ledger accounts on a monthly basis.
2. Prepares the monthly State required financial statement for the Child Care Fund.
3. Prepares journal entries for account corrections, year-end accruals and Court ordered cost assessments.
4. Prepares the monthly invoices and quarterly reports for various Juvenile Court grants.
5. Performs monthly reconciliations of Juvenile Court revenues.
6. Annually assists Court management in the development of the County budget.
7. Monitors actual expenditures.
8. Develops written policies and procedures on accounting functions.
9. Provides consultation to Juvenile Court management on accounting and internal controls.
10. Represents the County Juvenile Court on the County-wide MUNIS System Implementation work group.
11. Assists Juvenile Court management in responding to financial audits.
12. Establishes and maintains the Juvenile Court account structure.
13. Provides technical assistance and training to Juvenile Court management.
14. Provide guidance and assistance to others employees who may be engaging in various bookkeeping and record keeping functions.
15. Performs other duties as assigned.

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: Possession of a Bachelor's Degree in Accounting or Business with an Accounting major.

Experience: Three to five years experience in fund or governmental accounting and auditing.

Other Requirements: None listed.

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 departmental files.
- Ability to enter and retrieve information from computers.
- Prolonged sitting in front of computer terminal.

Working Conditions:

Works in an office setting.

