

**INGHAM COUNTY  
JOB DESCRIPTION**

**ACCOUNTANT-FINANCIAL SERVICES**

**General Summary**

Under the supervision of the Director of Financial Services, monitors and balances the general ledger monthly as well as analyzes various accounts and prepares journal entries. Prepares monthly billings for various grants, interim consolidated financial statements for management purposes, and prepares the comprehensive annual financial report through the responsibility of their assigned funds. Provides technical assistance to other departments with regards to accounting problems and projects.

**Essential Functions**

1. Balances and monitors the general ledger on a monthly basis. Reviews internally generated reports for accuracy and problems and troubleshoots differences. Reviews general ledger for compliance with generally accepted accounting principles.
2. Prepares and enters account corrections to the integrated financial system, including journal entries and voided checks. Also performs various general ledger reconciliations.
3. Prepares the comprehensive annual financial report at year-end. Completes work papers for their assigned funds to support financial statement balances. Summarizes year-end accruals for anticipated revenues and expenses.
4. Conducts periodically scheduled grant accounting for various departments. Prepares expense spreadsheets, comparing grant expenses to the annual budget, and prepares grant-related financial reports.
5. Provides technical assistance to operating departments. Resolves accounting and fiscal software questions and performs other projects or tasks as requested.
6. Sets up, monitors, and maintains fixed assets system. Records monthly depreciation and office equipment service charges. Reconciles fixed asset records with the general ledger.
7. Attends continuing education seminars and classes to maintain professional accreditation and to stay current on the latest accounting standards and technology.
8. Sets up, updates, and maintains the accounting structure based on the State Uniform Chart of Accounts. Performs regular testing of the financial system.
9. Serves as the liaison to external auditors and grantor agencies. Provides information, documentation, and reports as requested.

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

**Experience:** One year 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.