

WINNEBAGO COUNTY JOB DESCRIPTION

**BARGAINING
UNIT**

**STEP AND GRADE:
8A**

**DATE LAST PRINTED:
May 30, 2012**

JOB TITLE: ACCOUNTANT

Summary of Responsibilities

Under general supervision, assists in the preparation and maintenance of a variety of accounting books, ledgers, or journals; performs professional accounting work of a routine nature involving the maintenance of general account books and examinations of detailed records and documents.

Illustrative Examples of Work

1. Performs beginning level professional accounting duties gathering information, preparing financial reports and projects estimated budgetary departmental status.
2. Performs routine general accounting in the maintenance of general ledgers, financial statements and reconciliation of departmental support account books.
3. Prepares and reconciles daily general accounting transactional ledgers, maintaining support documents for all entries.
4. Prepare routine reports or assists in the gathering, analysis and interpretations of financial data and documents for the more complex departmental budget or status reports.
5. Reviews documents submitted for payment by vendors, and other county departments to assure and verify accuracy and compliance to accounting procedures established by the Winnebago County Board, Winnebago County Comptroller, or the Winnebago County Treasurer.
6. Performs other duties as required or assigned.
7. Performs all duties in accordance with County policies and procedures.
8. Regular attendance is required, overtime as needed/scheduled.

Education and Experience

- Requires completion of four years of college with coursework in Business Administration and Accounting.
- Requires elementary knowledge of professional accounting and auditing theory, methods and procedures.
- Requires elementary knowledge of the laws and regulations regarding county accounting procedures.
- Requires elementary knowledge of the use of standard office accounting machines and equipment.

Abilities

- Requires the ability to prepare complete and accurate accounting or auditing reports.
- Requires the ability to perform detailed work involving the application of accounting theory to routine accounting or auditing problems.
- Requires the ability to evaluate accounting problems of moderate difficulty and to analyze and interpret less complex accounting records and reports.
- Requires the ability to perform detailed work involving written or numerical data.
- Requires the ability to work independently.
- Requires the ability to communicate in written and verbal form.
- Requires the ability to maintain satisfactory working relationships with co-workers and the general public.

Refer to the *Analysis of Essential Functions* form for the detailed physical requirements of this position.