

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: JUNE 12, 2015
CLOSING DATE: JULY 2, 2015

DEPARTMENT: Health & Emergency Services

POSITION: Accounting Analyst

LOCATION: Globe

JOB CODE: 15-049

ANNUAL SALARY: 33,718.00-\$36,247.00 DOE

PURPOSE OF THE JOB

The purpose of this position is to ensure compliance with all grant reporting requirements and timelines and that the department stay within grant budget ramifications.

The purpose of this position is to reconcile county accounting system monthly to ensure accurate expenses are coded and billed to the correct grant funds and/or general funds. Create expense reports to generate State grant reports and work with Managers to project revenue and expenses for all budgets. Work to maintain accurate data and support to the Health & Emergency Services Department in following budgets and projects requirements. This position performs accounting duties, orders supplies, maintains data and provides budget support.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Prepares monthly general ledger for reconciling projects to general ledger and creates Contractor's Expense Reports.	20%
• Reviews all transactions for over 25 funds to ensure proper revenue and expenses are received. Creates journal entries to correct errors.	20%
• Reviews and processes invoices for payment and interacts with vendors, all employee credit card reconciliations.	10%
• Orders supplies, creates requisitions and submits support for purchase orders.	10%
• Performs cash and bank reconciliations.	10%
• Maintains electronic files.	10%
• Creates and analyzes data using MS Excel. Provides support to personnel and staff members.	10%
• Provides research and analysis support for management staff during budget preparation and development for Federal, State and local grant funders and the annual audit.	10%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position reviews, edits and provides recommendations on county-wide and departmental budget.

PROJECT RESPONSIBILITIES

This position provides project research support on capital development projects.

ORAL COMMUNICATION DUTIES

This position explains procedures to other employees or the public and conducts meetings or leads group discussions.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, reports and emails.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts regularly with internal coworkers and other departmental personnel over the telephone, by email, and/or in person. Incidental contact with the public may occur as part of the work location.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Continuously (More than 70% but less than 85% in a year)

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MINIMUM EDUCATION REQUIRED

High School Diploma or GED with additional specialized or technical training courses.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

One (1) year experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED/PREFERRED

None.

KNOWLEDGE REQUIRED

Administration & management, customer and personal services, finance, accounting, federal, state, local laws, regulations, statutes.

SKILLS REQUIRED

Active learning, analytical thinking, critical thinking, creative writing, problem solving, time management, analyzing systems, typing and data entry, multi-tasking.

ABILITIES REQUIRED

Express self through written words, make sense of multiple information, focus, multi-task, deductive reasoning.

PHYSICAL DEMANDS

- Constantly sits to complete report; routinely sits to complete a program and sits to attend to other duties.
- Occasionally lifts under 10 lbs.
- Constantly requires dexterity for keyboard operation.
- Incumbents in this position may be required to routinely walk to and from work sites, bend, stoop, and twist.

WORK ENVIRONMENT

This position constantly works in an office environment.

SAFETY RISK EXPOSURE

Incumbents in this position are generally not exposed to safety risk. On rare occasions, incumbents in this position may become exposed to occasional telephone verbal abuse by customers or citizens.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department.

CONSEQUENCES OF ERROR

Potential errors can result in unfavorable public perceptions and legal ramifications.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.