

Title: Account Analyst
Department: Finance
Division/Office: Accounting section



Grade 2122; FLSA Exempt position; Category: Classified; Job Code: ACCA; Rev.:07/01/2021

General Description

The purpose of this position is to supervise and coordinate the Governmental or Enterprise financial activities and processes and perform advanced level professional accounting work within the Finance Department.

This professional class position works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Maintains a high degree of familiarity with all financial systems modules; including general ledger, accounts receivable/billing, accounts payable, purchasing, payroll, budgeting, fixed assets and other special projects software.
- Oversees and manages the financial functions of the Governmental or Enterprise funds, tax billing, and sewer utility billing.
- Performs in lead roles for special projects that are finance related and may include working with multiple County departments and include research and knowledge across a broad spectrum involving the area of interest.
- Reviews contracts for all departments ensuring County policies are met.
- Reviews Federal and State grant draw-down requests
- Prepares complex journal entries and budget adjustments,
- Prepares budget adjustments
- Reviews and approves purchases/invoices.
- Reviews transactions for accuracy and compliance with county requirements.
- Works to ensure compliance with Governmental Accounting Standards.
- Reviews payroll entries and reports.
- Capitalizes and depreciates fixed assets, including additions, deletions, transfers, and depreciation of current assets.
- Reconciles financial records including verification of capital asset purchases by departments account coding.
- Monitors capital project activity and capitalizes and depreciates fixed assets/capital expenses.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires Bachelor's degree in accounting, finance or related field supplemented by six (6) of experience in accounting and financial reporting with preference given to knowledge of and

This Class Description does not constitute an employment agreement between the Kent County Levy Court and an employee and is subject to change by the County as its needs change.

Title: Account Analyst
Department: Finance
Division/Office: Accounting section



Grade 2122; FLSA Exempt position; Category: Classified; Job Code: ACCA; Rev.:07/01/2021

experience in governmental accounting or any equivalent combination of education, training, and experience.

Additional Requirements:

Thorough knowledge of generally accepted accounting principles; thorough knowledge of the State laws and regulations pertaining to financial activities; ability to supervise the work of others; extensive knowledge of personal computers and pertinent applications; strong ability to comprehend written contracts; strong ability to work with complex spreadsheets; strong ability to comprehend complex oral and written instructions; ability to multi-task; ability to establish and maintain effective working relationships with supervisors co-workers, subordinates and the public; performance of duties in a safe manner.

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Americans with Disabilities Act Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Graduate degree or CPA preferred

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement

This Class Description does not constitute an employment agreement between the Kent County Levy Court and an employee and is subject to change by the County as its needs change.