



Job Description

TITLE: Accountant II-Treasurer	JOB CODE: 3309
DEPARTMENT: Treasurer	FLSA: Exempt
PREPARED: June 28, 2022	FLSA CLASS: Professional
UPDATED:	WORK LOCATION: Aztec, NM
	REMOTE WORK ELIGIBLE:

Summary: Under general supervision, performs standard governmental accounting functions necessary to ensure that financial transactions of the County are properly recorded and reported. This professional position requires strong analytical and problem-solving skills and the ability to evaluate and research issues to resolve in a diligent manner.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Prepare monthly investment journal entries and assists with the monthly Treasurer's Investment Report. Maintain investment tracking data and collateral report.
- Analyze and report on revenue and collection data.
- Maintain department website and produce collection charts and graphs.
- Balance 700 Fund Trust and Agency monthly.
- Prepare and distribute monthly Financial Statement.
- Account for Property Tax distribution, addition, and deletion.
- Prepare tax reconciliation entry for General Ledger import.
- Assist with the preparation of the County's annual budget; prepare budget documents as assigned.
- Prepare unclaimed property.
- Assist with the preparation of documents necessary for the Comprehensive Annual Financial Report (CAFR). Assist with Treasurer 10-year report and Treasurer's Statistical report.
- Prepare monthly property tax journal entries for the general ledger; prepare month-end and year-end journal entries.
- Make daily journal entries that affect the County's operating bank account through the Treasurer's office.
- Process accounts receivable and deposit within the Treasurer's office as needed.
- Reconcile the bank statements.
- Reconcile the daily cash deposit.
- Assist with the review of procurement card purchases; validates account codes and posts to records; assist in processing travel and expense reports as needed.
- Assist with Cost Allocation report for Finance.
- Assist in preparation for the annual audit; assist external auditors as needed.
- Serve as a backup cashier as needed.
- Assist in training other staff as needed.
- Assist with software implementations.
- May serve on various employee committees, as required and assigned.
- Perform other related duties as assigned.

Job Description

Accountant II-Treasurers

Required Knowledge and Skills:

- Knowledge of governmental accounting, Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) requirements.
- Knowledge of the principles, theories and concepts of accounting.
- Knowledge of computer software including word processing, spreadsheet and database applications.
- Knowledge of automated financial systems used in the preparation and maintenance of general ledger, procurement, accounts payable, accounts receivable and travel.
- Knowledge of County policies and procedures.
- Skill in applying accounting principles to work activities in a governmental financial setting.
- Skill in maintaining complex accounting records and an effective record keeping system.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in effective oral and written communications.
- Skill in establishing and maintaining effective working relationships with co-workers, other County employees and the general public.
- Skill in working independently and as a part of a team.
- Skill in the use of a personal computer and standard business software, including MS Word, Excel and Access.

Education and Experience

- Bachelor's Degree in accounting, finance, or a closely related field and two (2) years of accounting or finance experience; or equivalent combination of education and work experience sufficient to perform the duties of the position. Governmental accounting experience highly preferred.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee:

Date:

Supervisor

Date:

Department Head:

Date:
