



## Job Description

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<b>TITLE:</b> Accountant	<b>JOB CODE:</b> 3312
<b>DEPARTMENT:</b> County Treasurer	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> August 30, 2017	<b>FLSA CLASS:</b> Professional
<b>UPDATED:</b> April 13, 2022	<b>LOCATION:</b> Aztec, NM
<b>REMOTE WORK ELIGIBLE:</b> YES	

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**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.*

- Prepares monthly property tax journal entries for the general ledger; prepares month-end and year-end journal entries.
- Prepares monthly investment journal entries and assists with the monthly Treasurer's Investment Report.
- Accounts for Property Tax distribution, additions, and deletions.
- Makes daily journal entries that affect the County's operating bank account through the Treasurer's office.
- Processes accounts receivable and deposits with the Treasurer's office as needed.
- Reconciles the bank statements.
- Reconciles the daily cash deposit.
- Assists with the review of procurement card purchases; validates account codes and posts to records; assists in processing travel and expense reports as needed.
- Assists with the preparation of the County's annual budget; prepares budget documents as assigned.
- Assists in preparation for the annual audit; assists external auditors as needed.
- Assists with the preparation of documents necessary for the Comprehensive Annual Financial Report (CAFR).
- Serve as the backup cashier as needed.
- Assists in training other staff as needed.
- Assists with software implementations.
- May serve on various employee committees, as required and assigned.
- Performs other related duties as assigned.

### 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.

**Job Description  
Accountant-Treasurer**

- 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. 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:** \_\_\_\_\_