



Job Description

TITLE: Accountant I	JOB CODE: 3313
DEPARTMENT: Finance	FLSA: Exempt
PREPARED: November 2005	FLSA CLASS: Professional
UPDATED: January 23, 2023	WORK LOCATION: Aztec, NM
	REMOTE WORK ELIGIBLE: YES

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 and enters journal entries into the general ledger; prepares and enters month-end and year-end journal entries.
- Performs internal audits of various County departments and agencies that receive County funding, such as petty cash, travel, procurement card, CDBG Wage Compliance and Senior Citizens.
- Accounts for and updates additions and deletions of infrastructure and general fixed assets; participates in the annual inventory of fixed assets.
- 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.
- Performs grant accounting duties for the reporting of grants.
 - Includes set up, management, and closing of grants within the database.
 - Includes reporting and other functions as required under the grant agreement, 2CFR200 Uniform Grant Guidance, and other federal or State reporting rules.
 - Assists with the preparation of the annual Schedule of Expenditures of Federal Awards.
 - Assists with grant related audits.
 - Assists with other grant (State, Local and Federal) functions as needed.
- 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 the Comprehensive Annual Financial Report (CAFR).
- 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.

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- 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. 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: _____