

Bonner County Job Description



Title: COUNTY COMPTROLLER

Department: Auditing

Supervisor: Clerk

Supervision Exercised: No

Job Description Revision:

Posting Title	COUNTY COMPTROLLER
General Summary	<p>This position requires a thorough knowledge of a wide range of accounting and finance including; general accounting, accounts payable, accounts receivable, cash handling, payroll, auditing, financial analysis, budgeting, forecasting, fixed assets, sales tax, levy calculation, financial statement preparation, and internal and external reporting. This position provides extensive technical accounting expertise and training to other departments, agencies and the 40+ taxing districts that operate within Bonner County, such as cities, fire districts, school districts, etc.</p> <p>These responsibilities require the individual to use sound technical judgment on complex accounting and financial questions, on a daily basis. It is also critical that this position understand what is available as public information and what is confidential. The decisions made at this level are independent and require examining many dimensions to find workable solutions to the matter at hand.</p> <p>There is extensive interaction with staff and management from other departments, as well as commissioners, outside agencies, vendors and the general public. It is imperative that this individual use excellent judgment when talking to others and handling documents because of issues of confidentiality which could expose the county to extensive liability if handled negligently. This position has significant and major impact on the budgets, policies and procedures adopted by the county as well as through its interaction with all taxing districts, various departments of state government, the federal government and other agencies.</p>
Key Duties and Responsibilities	<p>GENERAL ACCOUNTING</p> <p>Overview</p> <p>The accountant is responsible for applying accounting principles and procedures to analyze financial information, prepare accurate and timely financial reports and statements and ensure appropriate accounting control procedures.</p> <ul style="list-style-type: none"> • prepare journal entries • understand general ledger operations • reconcile and maintain balance sheet accounts • prepare analysis of accounts as requested • produce financial reports as requested

	<ul style="list-style-type: none"> • compile and analyze financial information to prepare financial statements including monthly, quarterly and annual reports • ensure financial records are maintained in compliance with accepted policies and procedures • ensure all financial reporting deadlines are met • prepare financial management reports • establish and monitor the implementation and maintenance of accounting control procedures • resolve accounting discrepancies and irregularities • continuous management and support of budget and forecast activities • monitor and support taxation issues • develop and maintain financial data bases • financial audit preparation and coordinate of the audit process with the outside auditors • ensure accurate and appropriate recording and analysis of revenues and expenses • analyze and advise on business operations including revenue and expenditure trends, financial commitments and future revenues • analyze financial information to recommend or develop efficient use of resources and procedures, provide strategic recommendations and maintain solutions to business and financial problems
Key Duties and Responsibilities	<p>FINANCIAL ANALYST & BUDGETING</p> <p>Overview Performs complex budgeting and accounting functions; conducts financial, statistical, and analytical studies; prepares and assists in the preparation of financial reports, statements, and claims for reimbursement. Reports financial status by preparing and analyzing financial plans, forecasts, and reports.</p> <p>Key Duties and Responsibilities of Financial Analyst</p> <ul style="list-style-type: none"> • Tracks financial status by monitoring variances from plan. • Determines financial status by comparing and analyzing plans and forecasts with actual results. • Improves financial status by analyzing results and variances; identifying trends; recommending actions. • Reconciles transactions by comparing and correcting data. • Increases productivity by developing automated applications; eliminating duplications; coordinating information requirements. • Provides information to management by assembling and summarizing data; preparing reports; making presentations of findings, analyses, and recommendations. • Control and monitor expenditures, highlighting risks and opportunities against plan/forecasts • Provide management with analytical data and deliver on targeted reductions. • Support the major planning cycles through the year ensuring sufficient back up data to manage actuals vs budget and trend remainder of year • Maintain a schedule of cost allocations/recharges and ensure accounting is in line with plan <p>Key Duties and Responsibilities of Budgeting</p>

	<ul style="list-style-type: none"> • Handles the budget process from Call for Budgets throughout the entire budget process. • ensures the budget process, timelines, communications are accurate and on-time • provides training and support to employees • process all Munis changes during the department workshops • handles the Munis process for the budget process new year implementation • process budget amendments and transfers • processing of Taxing Districts budget hearing notifications
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Key Duties and Responsibilities	<p>ACCOUNTS PAYABLE</p> <p>Overview Perform accounting and administrative tasks related to the efficient maintenance and processing of accounts payable transactions.</p> <p>Key Duties and Responsibilities</p> <ul style="list-style-type: none"> • review invoices and claims requests • set claims up for payment • process claims requests • review and process expense reports • prepare and process accounts payable checks • reconciliation of payments • prepare analysis of accounts • monitor accounts to ensure payments are up to date • resolve invoice discrepancies • vendor file maintenance • correspond with vendors and respond to inquiries
Key Duties and Responsibilities	<p>ACCOUNTS RECEIVABLE</p> <p>Overview To provide financial and administrative services to ensure efficient, timely and accurate payment of accounts under his or her control.</p> <p>Key Duties and Responsibilities</p> <ul style="list-style-type: none"> • maintain up-to-date billing system • follow up, collection and allocation of payments • carry out billing, collection and reporting activities according to specific deadlines • reconciliation of accounts • monitoring account details for non-payments, delayed payments and other irregularities • maintain accounts receivable customer files • follow established procedures for processing receipts, cash etc. • investigate and resolve customer queries

	<ul style="list-style-type: none"> process adjustments
Key Duties and Responsibilities	<p>CASH ACCOUNTING</p> <p>Overview record monetary transactions in a business establishment or place of public accommodation. Count money and issue receipts for funds received.</p> <p>Key Duties and Responsibilities</p> <ul style="list-style-type: none"> Receives cash or check. Counts money to verify amounts and issues receipts for funds received. Compares totals on reports to amount of cash received. Inputs receipts into the financial system with the proper account coding
Key Duties and Responsibilities	<p>FINANCIAL ANALYST</p> <p>Overview Performs complex budgeting and accounting functions; conducts financial, statistical, and analytical studies; prepares and assists in the preparation of financial reports, statements, and claims for reimbursement. Reports financial status by preparing and analyzing financial plans, forecasts, and reports.</p> <p>Key Duties and Responsibilities</p> <ul style="list-style-type: none"> Tracks financial status by monitoring variances from plan. Determines financial status by comparing and analyzing plans and forecasts with actual results. Improves financial status by analyzing results and variances; identifying trends; recommending actions. Reconciles transactions by comparing and correcting data. Increases productivity by developing automated applications; eliminating duplications; coordinating information requirements. Provides information to management by assembling and summarizing data; preparing reports; making presentations of findings, analyses, and recommendations. Control and monitor expenditures, highlighting risks and opportunities against plan/forecasts Provide management with analytical data and deliver on targeted reductions. Support the major planning cycles through the year ensuring sufficient back up data to manage actuals vs budget and trend remainder of year Maintain a schedule of cost allocations/recharges and ensure accounting is in line with plan

Key Duties and Responsibilities	<p>LEVIES</p> <p>Overview This is highly technical tax levy work for the County and the tax districts within the county. Develops and maintains computer generated reports, performs a variety of statistical and financial reports, analyzes complex levy rules and regulations, revises tax tables according to new legislation, works with numerous taxing districts, local cities, state agencies, public entities, elected officials, County Officials, and the general public.</p> <p>Key Duties and Responsibilities</p> <ul style="list-style-type: none"> • Provides direction, assistance, training, and guidance to departmental staff on tax levy regulations and levy calculations. • Performs as lead worker for the department. • Ensures state generated data reports are accurate. • Calculates levies according to state levy limitations to determine levy and tax dollars to be collected for all taxing districts; submits certification of levies to the State. • Integrates state property tax law requirements into County assessment and levy programs for tax districts. Compiles, edits, and arranges for printing of the annual levies. • Interprets and verifies taxing district budget requests. <p>Analyzes complex levy limits and their impact on taxing districts. Performs research on new legislation affecting taxing districts.</p>
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Key Duties and Responsibilities	<p>PAYROLL</p> <p>Overview The primary function of this position is to support the payroll function in performing a variety of technical and accounting duties involved in the processing of the County's payroll. This includes providing technical support in the accounting for payroll in the general ledger and the payroll module interaction with the general ledger and the effects payroll has on the annual budget. The incumbent should have experience or knowledge in all phases in payroll processing. The incumbent should have experience that would allow them to perform the payroll function with assistance.</p>
Key Duties and Responsibilities	<p>FIXED ASSETS</p> <p>Overview Position is responsible for support of the fixed asset function in performing a variety of technical and accounting duties involved in the processing of the County's fixed asset accounting. In addition, the accountant will interact extensively with various departments within the County to provide accounting guidance on questions related to fixed asset capitalization. The incumbent should have experience that would allow them to perform the fixed asset function with assistance.</p>

Specifications	<p>Education and Experience</p> <ul style="list-style-type: none"> • A Bachelor’s degree in accounting or finance, Masters preferred and; • 5+ years of broad accounting experience, preferable in fund accounting, with experience in general accounting, payables, receivables, cash, taxes, and financial analysis; or equivalent combination of education and experience • knowledge of accepted accounting practices and principles • knowledge and experience with relevant computer applications • advanced Excel skills with the ability to create complex financial models • Considerable knowledge of levy codes and regulations, federal, state, and local laws pertaining to assessment regulations. • Ability to perform complex mathematic calculations using algebra, geometry, statistics, and their application. • in-depth knowledge and experience of payroll calculation and processing • Strong analytical accounting skills gained in a stable career. • Cost accounting experience and the ability to demonstrate strong system skills. • Ability to meet tight deadlines under pressure. • Ability to interpret and apply the requirements of Idaho statutes • knowledge of economic principles • knowledge of auditing practices and principles • knowledge of local, state and federal laws regarding finances and taxation • knowledge and experience of related computer applications <p>Key Competencies</p> <ul style="list-style-type: none"> • attention to detail and accuracy • planning, organizing and prioritizing • scheduling and monitoring • confidentiality • sound judgment • ability to communicate technical accounting information in laymen’s terms • technical problem-solving skills • problem analysis and problem-solving skills • ability to produce reports in a clear and concise manner. • establish and maintain effective working relationships with other County employees and supervisory personnel • delegation skills • Judgment, problem-solving and decision-making skills • supervisory skills • stress tolerance • tenacious • negotiation skills • conflict management skills <p>Impact</p> <p>This position has significant impact on all financial matters of the County, taxing districts with the county, and with the State. Inaccuracies could have major impacts on any entity and create major liabilities for the County.</p> <p>Contract with Others</p> <p>This position could have contact with any individual that works for the County. Further, this position ongoing contract with taxing districts, other counties, state and federal</p>
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	officials, and the general public.
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Working Conditions	Working Conditions Most work is done within the office, however, there are times when trips to field locations are required. This is a full-time position and requires overtime at certain times of the year and with special projects.
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Disclaimer	This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy.
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I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

Please Print Name: _____