



# Hidalgo County

## Job Description

**DEPARTMENT:** Auditor's Office  
**DIVISION:** Accounting  
**JOB TITLE:** Accountant I

### **JOB REQUIREMENT:**

- Bachelor's degree from an accredited university/college with a major in accounting.
- At least two years of progressive experience in governmental and fund accounting, budgeting, grants and contracts related experience and accounts payable.
- Knowledge of federal, state and local administrative law and regulations (OMB Circulars A-87, A-102, A-133, UGMS, Local Government Code), including GAAP.
- Knowledge in computer applications: Microsoft Word, Excel, Power Point and Database Applications
- Ability to establish a professional working relationship with County Officials, County Department Heads, and Grant Directors and ability to deal effectively with County vendors.

### **JOB RESPONSIBILITIES:**

Responsibilities and duties may include, but are not limited to the following:

- Responsible for all aspects of the grants financial functions, including budgeting, statutory and management reporting, analysis and forecasting grants operating cost and revenue.
- Prepare all accounting and financial statements, for all grants, assigned by division supervisor, on a monthly, quarterly basis and at year's end for all respective federal and state agencies and for county's financial reports.
- Review and maintain all general ledger accounts associated with all assigned grants.
- Review all grant financial transactions such as billing, invoices, budget transfers for compliance with the grants special conditions imposed by the grantor agencies.
- Review all grant invoices to provide reasonable assurance that they are free from irregularities, errors, omissions and / or fraud.
- Responsible for providing and assigning appropriate accounts for all federal and state grants. Provide oversight of all program activities to ensure the grant funds are expended in accordance with the funding agency policies, regulations and special conditions imposed under the grant contract and act as liaison between the county and funding agencies.
- Responsible for auditing, data entry and processing of attorney vouchers on a weekly basis.
- Responsible for maintaining database on amounts of attorney vouchers paid by court.
- Assist the grant directors / administrators administer federal and state funds awarded to the county through grants or contracts and addressing questions on any federal or state policies, procedures and regulations.
- Assist independent auditor during the county independent financial audit in providing worksheets and supporting documentation.
- Assist federal and state auditors during grantor agency financial reviews.
- Assist in preparation of grants database and schedule of federal and state awards.
- Assist in preparation of county annual financial report.
- Other duties and responsibilities as assigned.

**HIDALGO COUNTY AUDITOR'S OFFICE  
POSITION DESCRIPTION**

**POSITION TITLE: ACCOUNTS PAYABLE SPECIALIST I**

**I. JOB SUMMARY**

Performs accounts payable work. Work involves reviewing invoices along with supporting documentation to ensure legal compliance with state statutes, contracts, budgets, and internal policies and procedures; investigating and resolving discrepancies, if any, and processing invoices for payment after review and discrepancies have been resolved. Works under close supervision of the Accounts Payable Supervisor and Accounts Payable Auditor III.

**II. ESSENTIAL FUNCTIONS**

- A. Reviews and processes invoices and supporting documentation for payment after ensuring legal compliance with state statutes, contracts, budgets, internal policies and procedures.
  - B. Communicates with departments and resolves any matters related to invoices submitted for payment.
  - C. Maintains abreast of Hidalgo County Purchasing Policies and Procedures, other policies and procedures of a financial matter to the County, contracts, and the County's Expenditure Object Code Guidelines and Descriptions.
- \* Performs a variety of marginal duties not listed and to be determined and assigned as needed.

**III. MINIMUM QUALIFICATIONS**

- A. Education, Experience, and Training
  - 1. Associate of Applied Science in accounting from a Junior College or the equivalent of two years experience.
  - 2. Experience in accounts payable is preferred.
- B. Knowledge and Skills
  - 1. Knowledge of computers, related equipment and software, comprised of Microsoft Word, Excel, and Outlook.
  - 2. Knowledge of a standard telephone switchboard.
  - 3. Skill to interpret and apply state statutes, county contracts, internal policies, and procedures.
  - 4. Skill to effectively communicate with others (writing and verbal).
  - 5. Skill to type 50 words per minute with accuracy and efficient in using a 10 numeric keypad.
  - 6. Skill to deal effectively and professionally with co-workers, with people of all levels of the county, and with people having business with the county.

**IV. Additional Requirements With or Without Reasonable Accommodation**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, and operate a motor vehicle.
- B. Conditions include working inside, working around machines with radiant and electrical energy, working closely with others, working alone, and traveling by automobile and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions includes computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.