

HIDALGO COUNTY SHERIFF'S OFFICE

Job Title: Accountant III

FLSA Status: Non- Exempt

Department: 510

Civil Service Status: Non- Exempt

Class Summary:

Accountant III performs a variety of professional accounting functions and tasks for the Sheriff's Office. Audits, monitors, researches, and recommends revisions to accounting procedures and operations. Performs and coordinates the maintenance and production of accounting reports and records and ensures compliance with established accounting procedures and practices.

Distinguishing Characteristics of the Class:

The Accountant III class is capable of performing a range of professional accounting/auditing functions and tasks within the established guidelines of the Sheriff's Office and according to generally accepted accounting practices, procedures and methods. This class is supervised by a higher level Auditor or manager and oversees bookkeeping/ accounting support personnel as required.

Assignments are performed under moderate supervision within established guidelines, generally accepted accounting principles, standards and methods. Receives direction on special projects or where guidelines and rules are unclear. Knowledge of accounting/auditing practices, methods, laws, rules, ordinances, and regulations is required to determine the most appropriate accounting methods and procedures to apply and to ensure appropriate compliance.

Personal contacts are with department employees, other departments, agencies or the public to provide information, coordinate work activities and resolve problems.

Examples of Work:

- Analyzes and prepares cash flow forecasts and updates forecasts based on actual revenues and expenditures.
- Prepares financial reports, statements and schedules.
- Audits and reconciles assigned accounts in the general ledger.
- Monitors and controls accounting activities in the recording of financial transactions, i.e., accounts receivables, accounts payables, collections and fixed assets.

- Verifies and reviews accounting transactions. Makes appropriate corrections, entries and adjustments to ensure accuracy of reports.
- Researches, analyzes and prepares journals for financial transactions.
- Prepares variance reports required by outside auditors and program summaries explaining variances.
- Coordinates, trains, and monitors the work of bookkeeping/accounting support personnel to ensure proper work operations.
- Assists in development and modification of internal accounting control policies, procedures and practices.
- Assists in special projects such as research and analysis of financial information, and reports for special information requested by executive and administrative personnel.
- Performs other related duties of a comparable level/type as assigned.

Work Environment/Physical Demands:

Work is performed in an office environment.

Minimum Qualifications:

Bachelor's Degree in Accounting plus at least one year of professional experience in general or governmental accounting.

Licensing and Other Requirements:

- Must possess a valid Texas Motor Vehicle Operator's license;
- Must be able to be insured by the County's insurance carrier.

OTHER SKILL AND ABILITIES

- Ability to communicate effectively both orally and in writing;
- Ability to work with the general public;
- Ability to use a personal computer or terminal accessing a mainframe computer using standard word processing and spreadsheet software packages;
- Ability to speak clearly and concisely;
- Ability to keep accurate records;
- Good knowledge of business English, spelling and punctuation;
- Ability to establish and maintain effective working relationships with other county employees and the general public;
- Employee may be assigned to other duties in addition to those listed and duties may change according to changing needs of the Sheriff's Office;
- Ability to read and write in English language;
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals;
- Ability to write routine reports and correspondence;

- Ability to speak effectively with citizens and employees of organization;
- Ability to solve practical problems and deal with a variety of concrete variable in situations where only limited standardization exists;
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

APPLICANT SCREENING

The top candidates, based on a review of the completed applications for employment and the information submitted with the applications, will be referred to the Sheriff's Office for a personal review.

Successful applicant will undergo a thorough background investigation prior to being offered the position. Applicant must pass the background investigation to be selected for the position.

INFORMATION AND DOCUMENTS TO BE SUBMITTED TO HIDALGO COUNTY HUMAN RESOURCES DEPARTMENT

- Application for Employment;
- Copy of High School Diploma or GED Certificate;
- College transcript, if applicable;
- Copies of certificates of training;
- Military Service Discharge Certificate (DD214), if applicable;
- Copy of current Texas Motor Vehicle Operator's License;
- Any other background information and documentation the Applicant desires to present.

SAFETY REQUIREMENT

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following.

- Sitting for extended periods of time
- Operating assigned equipment

Maintain mental capacity which permits:

- Making sound decisions and using good judgment
- Maintaining confidentiality
- Demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- Working closely with others
- Working in a multi-task environment

Comments: This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.