

## Williamson County Job Description

Dept: County Auditor

Job Title: Accountant II

FLSA: Exempt

Pay Grade: 28

Effective Date: 4.7.10

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### **JOB SUMMARY:**

- Performs highly specialized and complex professional accounting duties and responsibilities in accordance with Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) and applicable laws, codes and regulations.
- Responsible for the accuracy and completeness of financial information and reports.
- Assist in the review and preparation of financial statements and reports such as the Comprehensive Annual Financial Report (CAFR).
- Responsible for providing accurate and professional guidance to support staff in addition to providing support to the Financial Director with all related financial transactions for the county, as assigned.
- Position performs duties and responsibilities under minimal supervision and must exhibit abilities to plan procedures, prioritize work and meet all deadlines.

### **ESSENTIAL DUTIES:**

- Reports directly to the Financial Director.
- Balance and reconcile the general ledger and subsidiary accounting systems; examine all accounting transactions for accuracy; make corrections to financial records as necessary. Ensure the financial transactions are in accordance with GAAP, GASB and applicable laws, codes and regulations to include duties and responsibilities such as reconciling most county liabilities on a quarterly basis.
- Develops and recommends financial policies, procedures and/or standards. Interprets and assist with the implementation of GASB standards and updates.
- Maintain and reconcile the County Fixed Asset System. Balance and reconcile asset transactions in the Oracle Asset System. Examine asset accounting transactions to ensure accuracy; make adjustments to financial records as necessary. Ensure asset transactions following County Asset Policy.
- Prepares journal entries. May approve and post journal entries. Examples are daily cash and investment transfers, adjustment to general ledger accounts. Reviews and post State Civil and Criminal Quarterly Reports.
- Provides accurate and professional financial guidance to support staff.
- Assist with yearend close. Prepares statistical section of CAFR and Asset Walk forward. Provide other audit schedules and reports for external audits to be reported within the (CAFR).
- Assist in the preparation of monthly, quarterly, and annual financial reports in accordance with (GAAP), GASB, and applicable laws, codes, and regulations.
- Daily contact with departmental staff, various county employees, department heads and elected officials to exchange information, respond to financial inquiries and to resolve various financial issues.
- Communicates frequently with the Auditor's office personnel, other County personnel, department heads, and elected officials, external audit firms and the general public as it relates to job assignment.
- Must readily comply with departmental and county-wide policies and procedures.
- Related special projects as assigned.
- The physical demands and environmental factors listed below as well as regular attendance are also essential functions for this position.

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**PHYSICAL DEMANDS:** Position involves sitting at a desk or other workstation, typing, filing, making copies, standing and communicating with internal and external entities and personnel as it relates to job assignment.

**ENVIRONMENTAL FACTORS:** Work is primarily indoors in an air-conditioned, smoke free office. Continual work at a computer keyboard. Work outside of the normal office hours (Monday-Friday 8 a.m. to 5 p.m.) may be required to meet deadlines and accuracy requirements. This is an FLSA exempt position.

**MINIMUM QUALIFICATIONS:** Bachelor of Business Administration (BBA) from an accredited college or university with major course studies in accounting or finance. Two (2) years relevant experience in accounting. Experience with Windows, Microsoft Word, Excel, PowerPoint, Access, 10 key calculator by touch, fax and copy machines. Excellent interpersonal, oral and written communication skills. Ability to work effectively with co-workers, employees, and management in a pleasant, professional manner. Must have strong organizational skills and proven ability to maintain accurate, detailed records that will be audited periodically. Must be able to work under pressure in a high volume office, produce accurate work and meet established deadlines. Must be mature, dependable, resourceful, and able to work independently and to maintain strict confidentiality. Subject to criminal background check.

**PREFERRED REQUIREMENTS:** Oracle software experience and fund accounting experience is preferred.

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SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

Financial Director  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

County Auditor  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

**Comments:**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

## EXHIBIT A

### Cost Estimates for Fiscal Agent Services for CAMPO

#### Start up Costs

40 hours of IT time to set up Computers		\$52.07	\$2,082.64
8 hours of Accounting Staff to set up Payroll and Accounting System		\$60.79	\$2,431.41
8 hours of Human Resource Time to set up positions		\$48.87	\$1,954.67
HR Software License per Employee	16	\$89.36	\$1,429.76
Payroll License Per Employee	16	\$108.68	\$1,738.88
Self Service License per Employee	16	\$23.18	\$370.88
Kronos License per Employee	9	\$150.00	\$1,350.00
Kronos License per Manager	7	\$700.00	\$4,900.00
Accountant Salary in Auditor's Office for month of September			\$6,007.91
Office 365 E3 (E1 plus Microsoft office on the machine)	16	\$85.50	\$1,368.00
Computer for Accountant			\$888.00
Software for Accountant			\$371.22
Phone for Accountant			\$300.00
Calculator for Accountant			\$100.00
Chair for Accountant			\$500.00
Workspace Partitions for Accountant			\$300.00
<b>Total Start up Costs</b>			<b>\$26,093.37</b>

#### Ongoing Costs

40 hours/year of IT time is estimated for Kronos Support		\$42.87	\$1,714.79
60 hours/year of IT time is estimated for troubleshooting and password resets, etc		\$26.43	\$1,586.07
40 hours/year of IT time is estimated for Oracle Support		\$47.19	\$1,887.42
120 hours/year of IT time is estimated for Office 365 Support		\$38.59	\$4,630.98
1.5 hours per week of Payroll time is estimated		\$31.77	\$2,477.78
1.5 hours per week of Human Resource Effort		\$38.45	\$2,999.37
1.5 hours per week of Benefits Staff Effort		\$40.51	\$3,159.86
10% Overhead Fee			\$1,845.63

#### Annual Support Fee for Licenses:

HR	16	\$18.37	\$293.92
Payroll	16	\$22.34	\$357.44
Self Service	16	\$5.10	\$81.60
Kronos Employee	9	\$40.00	\$360.00
Kronos Manager	7	\$95.00	\$665.00
Open Enrollment Access for Insurance	16	\$32.00	\$512.00
Office 365 E3 (E1 plus Microsoft office on the machine)	16	\$205.20	\$3,283.20
Accountant in Auditor's Office			\$77,403.00
Software Maintenance for Accountant in Auditor's Office			\$323.01

**Reimbursed Operating Costs (Ongoing Costs and Total Annual Support Costs) \$103,581.07**

#### Fringe Benefits on Bi-weekly payroll

Employer Share of Retirement presently 12.81% (thru Dec 31, 2016. Rate will increase in January to at least 13.37%)

Employer Share of FICA 7.65%

Employer Share of Insurance is \$8400/year per FTE budgeted 16 \$8,400.00 \$134,400.00 \*\*\*

Workers Comp is estimated at 5% of gross payroll

\*\*\* Discussion in Benefits Meeting on July 13, 2016 of increasing Employer Contribution for Insurance to \$8520. Will not know amount until August 2, 2016.