

**FINANCE ACCOUNTANT**  
Pulaski County

**Department:** Finance

**Supervision Exercised:** None

**Supervision Received:** Finance Director

Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

**Classification (FLSA):** Exempt/Full-time

**TESTING/SCREENING AND CERTIFICATIONS REQUIRED:** Drug & Alcohol Testing, Background Screening & Driving Record Required

**Essential Employee:** No

**Work Hours:** Monday thru Friday, 8:00 a.m. until 5:00 p.m. Some overtime may be required.

**ESSENTIAL FUNCTIONS:** The essential functions of the Finance Accountant are to prepare or assist in the preparation of and maintenance of all financial records for the County of Pulaski including analyzations, recommendations on existing systems, and functions of the finance Department. Assists in budget preparation, presentation, and monitoring compliance of expenditures within the budget. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

**RESPONSIBILITIES:**

- Assists or prepares as directed monthly and annual financial statements, reports, analytical data for county operations
- Assists or prepares as directed annual budgets for the County
- Monitors budget functions and compliance within budget
- Monitors reconciliations of revenues and expenditures and assists with statistical tracking as needed making recommendations to the Finance Director on existing and new fiscal financial policies
- Attends meetings as directed in the financial interest of the County
- Assists the Finance Director with the auditing processes
- Assists with insurance billings
- Completes monthly bank reconciliations
- Maintains fixed assets for County, PSA, EDA, Public Safety
- Completes monthly interoffice billing

## Finance Accountant

- Completes monthly creation and posting of journal entries for various departments
- Completes daily cash receipting and a deposit each week
- Assists with monthly balancing and closing of the general ledger
- Assists with monthly wire transfers
- Assists with VACORP annual insurance renewal and claims reporting/tracking
- Assists with closing out of annual year in the financial software system
- Maintains County, PSA & EDA insurance policy review, maintenance and renewals

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to evaluate, and make quantitative recommendations for the efficient financial operations of the County of Pulaski, Pulaski County Public Service Authority, and Economic Development Authority and the Finance Department functions in conjunction with the Finance Director through use of mathematical and algebraic applications
- Skills to negotiate and exchange ideas to arrive at solutions
- Proficient ability in utilization of financial software and equipment
- Ability to apply accounting principles and logical thinking to collect data, define principles and make determinations in problem solving
- Attention to detail and accuracy
- Ability to make presentations to professional groups and civic organizations
- Willingness for continued education and certification maintenance as required
- Dependable with flexibility of work schedule to accommodate various meeting schedules
- Excellent interpersonal and negotiation skills

**ADA REQUIREMENTS:** Ability to remain stationary at a desk and operate computer, calculator, typewriter, etc. for periods of up to three hours continuously, ability to read and write in order to understand and exchange information, ability to position oneself in order to file papers, ability to move up to 50 pounds, dexterity required to operate keypads, push buttons, and switches, ability to work independently in the absence of specific instruction and ability to meet the public courteously and effectively.

## **EDUCATION AND EXPERIENCE:**

- Bachelor's degree in Accounting, Finance or related field preferred
- At least 4 years financial related experience preferred
- Proficient computer skills, including Excel, Word, PowerPoint and ERP Software
- Governmental experience preferred

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

**Finance Accountant**

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
  
- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

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Employee Name: \_\_\_\_\_  
(Please print)

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

\_\_\_\_\_  
Date