

St Tammany Parish Sheriff's Office
Job Description

Job Title: Accountant II
Department: Accounting/Finance
Reports To: Accounting Supervisor
FLSA Status: Non-Exempt
Prepared Date: 05/20/2020
Salary: \$ 42,798 - \$47,861

SUMMARY- This is an experienced professional accountant position responsible for compiling and verifying existing data, communicating with other departments to resolve discrepancies in a timely manner and performing general accounting tasks at a moderate level of proficiency. Duties also include monitoring results of self and others, with limited or informal responsibility for colleagues.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following as they apply to assigned areas of responsibility. Also provide periodic backup to other finance positions, assist with special projects and other duties that may be assigned.

Demonstrate a basic understanding of professional accounting standards and regulations of governing bodies, and obtain a moderate level understanding of guidance specific to areas of assigned responsibilities to ensure compliance.

Demonstrate a moderate understanding of internal controls, assist with the development of Agency policies in area of expertise and perform reviews and testing to document processes and controls are being followed and working as intended.

Demonstrate a moderate proficiency with common information systems environment (hardware, software and networks) and obtain advanced knowledge of Agency systems used to perform assigned tasks and be a resource to others.

Apply basic accounting principles to appropriately verify and post non-routine transactions, assist others in resolving variances and determining corrective action and prepare more complex journal entries with supporting documentation.

Prepare accurate, timely and complete internal and external reports, which may include billings, tax forms, grant applications, financial statements and other reports as required.

Review information prepared by self or others to verify accuracy, review for reasonableness and proper documentation and look for opportunities for process improvements.

Reconcile sub-ledgers to general ledger and perform other account reconciliations and analysis for complex accounts involving inconsistent data from non-integrated systems.

Perform research in areas of tax, accounting guidance, state law or other regulations and be able to draw conclusions on how to apply the research and summarize the conclusions in written form.

Assist with the maintenance of the general ledger accounts, project codes and billing codes as required to ensure accurate accounting.

SUPERVISORY RESPONSIBILITIES – This position has no formal supervisory responsibilities. But duties include monitoring results of self and others, with limited or informal responsibility for colleagues. This position may require training of others informally or as a Field Training Officer.

QUALIFICATIONS - To perform this job successfully, an individual must be a detail oriented individual and able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE - Graduation from an accredited college or university with a bachelor's degree in accounting, finance, business or public administration and five years of related experience. Applicant must be highly proficient in Microsoft Excel.

CERTIFICATES, LICENSES, REGISTRATIONS - CPA license is not required but being an eligible candidate with the required 150-semester hours to obtain a Certified Public Accountant license is preferred. Valid Louisiana Motor Vehicle Operator's License; proof of residency of St. Tammany Parish (voter's registration card); birth certificate; Social Security Card.

LANGUAGE SKILLS - Ability to present information and respond to questions from employees of the organization, auditors and others. Ability to read, analyze, and interpret financial data, legal documents, or governmental regulations and summarize for others. Ability to effectively present information in group situations to management and other employees of the Agency.

MATHEMATICAL SKILLS – Ability to calculate figures and amounts such as discounts, interest, and percentages.

REASONING ABILITY- Ability to solve difficult problems. Ability to interpret a variety of instructions furnished in written or oral form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee frequently is required to talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT - The noise level in the work environment is moderately quiet, with frequent interruptions and multiple demands. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TRAVEL - This position is primarily based in one location (Slidell or Covington), but occasional travel to other sites within St Tammany Parish will be required.

SUMMATION - Duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.