

St Tammany Parish Sheriff's Office
Job Description

Job Title: Senior Accountant
Department: Accounting/Finance
Reports To: Controller
FLSA Status: Non-Exempt
Prepared Date: 02/01/2022
Salary: \$ 48,398 - \$54,011

SUMMARY- This is an experienced professional accountant position requiring strong analytical skills, knowledge of grant funding, and the ability to perform general accounting tasks at an advanced level of proficiency. This position will collaborate with others to achieve agency objectives and support the preparation of the annual budget document and the annual comprehensive financial report. Duties also include monitoring results of self and others, and may include formal 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 moderate understanding of professional accounting standards and regulations of governing bodies, and obtain an advanced level understanding of guidance specific to areas of assigned responsibilities to ensure compliance.

Demonstrate an advanced understanding of internal controls, participate in the development and implementation of new procedures which comply with internal controls and develop internal audit programs to test and document processes and controls are being followed and working as intended.

Demonstrate an advanced proficiency with common information systems environment (hardware, software and networks) in area of responsibility and obtain a moderate knowledge of Agency systems used by others in Finance.

Prepare or direct the work of others to complete accurate, timely and complete internal and external reports, which may include billings, tax forms, grant applications, financial statements and other reports as required.

Oversee the legal and financial compliance of all public and private grants. Specifically, ensure that all budgets, expenses, applications, and reporting are accurate and in compliance with state and federal laws.

Assist others in resolving variances, reconciling complex accounts and developing advanced spreadsheets or other process improvements to improve compliance and efficiencies.

Perform research in areas of tax, accounting guidance, state law or other regulations, evaluate the impact and provide recommendations and support with implementation.

Assist with the maintenance of the general ledger, completing month close, analysis of budget variances, monitoring capital projects, preparation of the annual budget document and the annual comprehensive financial report. Be a valuable resource to colleagues and supervisors in the Finance Division as well as other departments by building professional relationships and participating on cross functional teams when needed.

SUPERVISORY RESPONSIBILITIES – This position will have formal supervisory responsibility. This position requires the training of others and includes the planning and assigning of work to achieve agency objectives and the monitoring of results of self and others.

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 to seven years of related experience. Applicant must be advanced in Microsoft Excel.

CERTIFICATES, LICENSES, REGISTRATIONS – CPA 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.