



GRAND TRAVERSE COUNTY, MI JOB DESCRIPTION

ACCOUNTANT SPECIALIST

GENERAL SUMMARY

Primary functions of the job are to independently perform professional and technical work to manage an accurate and responsible representation of the financial activities and transactions of the County or a department. Employees in this job may or may not have formal supervisory role, however will be responsible for training, guiding, or leading employees in the designated work unit.

Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. The employee may be required to travel in his or her own vehicle.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Oversees the development, operation, and coordination of the accounting and financial activities for a County wide function or a department.
- Prepares monthly financial statements and supplemental reports and documents as required.
- Develops and reviews internal control procedures and implements new procedures as required to safeguard assets and to provide for accurate and secure financial records.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Bachelor's Degree in Accounting or Business Administration with an Accounting major, with a Master's Degree in Business Administration, Public Administration, or a related field preferred
- Two to four years of directly related accounting experience

CERTIFICATIONS, LICENSES (minimum requirements)

- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

CONDITIONS OF EMPLOYMENT (legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.



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DISTINGUISHING CHARACTERISTICS

Work involves evaluating the relevance and importance of theories, concepts, and principles to develop different approaches or tactical plans to fit specific circumstances where guidelines may not exist, but are flexible and open to considerable interpretation. Independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines. Errors at this level could cause serious, long-term consequences involving substantial financial costs, significantly reduced service to the public, and/or negative media reaction and could impact others outside of a department and may require the intervention of an agency head to resolve. Regular communications with other employees and the public and the handling of difficult people is expected.

Compared to Accounting Technician, work is more varied and complex, requiring knowledge of Generally Accepted Accounting Principles (GAAP).

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel.
- May occasionally be required to lift/move up to 50 pounds.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Considerable knowledge of accounting, (including but not restricted to fund accounting), applicable Federal, State, and County laws and regulations, internal audit procedures and budgets
- Extensive knowledge of accounting systems, terminology, procedures and theory
- Interpersonal skills necessary to deal professionally and courteously with other employees and the public
- Ability to supervise and instruct others
- Ability to compile technical reports
- Ability to comprehend, process, and apply both verbal and written skills appropriate to the job
- Ability to interpret and analyze accounting data and transactions
- Ability to maintain confidentiality