



## Pennington County

### Accountant II

(Non-Exempt B24)

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#### **Position Objective:**

The Accountant II is primarily responsible for Accounts Payable, Accounts Receivable and Payroll. As part of the Administration team, the Accountant II analyzes and interprets financial data and procedures to prepare financial information and reports. The Accountant II possesses a comprehensive understanding of the accounting and budget processes, bookkeeping procedures and automated accounting systems (both County and inmate trust fund). Employees at this level demonstrate a high degree of competence, initiative and organizational skills.

#### **Essential Functions:**

- Performing professional accounting work of routine difficulty in preparing financial records and reports.
- Entering of all vouchers into the financial system and auditing the same.
- Receiving, processing and maintaining records of all revenues.
- Maintaining records for all billings.
- Analyzing and reconciling bank statements, reports and financial records.
- Recommending and preparing necessary financial adjustments and fund transfers.
- Reconciling accounts with the Auditor's Office by analyzing transactions for correct coding and assignment of revenues and expenditures.
- Preparing projected budget and revenue reports on a monthly basis.
- Maintaining payroll information by collecting, calculating and entering data.
- Providing payroll information by answering questions and requests.
- Preparing merit increase reports for review.
- Applying Medicare rates to in house inmate medical bills and vouchering appropriately.
- Supervision of applicable Accounting Technicians and/or Accountant I when required.
- Performing other duties as assigned.

*This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.*

#### **Experience and/or Education Required:**

- High School Diploma or GED; preference given to candidates with degree in Accounting, Finance, or related discipline.
- Five years experience in bookkeeping or accounting related field.
- SD Driver's License (within 90 days of moving to SD).
- Possession of or ability to readily obtain a valid South Dakota Driver's License within 90 days of moving to South Dakota.

#### **Working Environment:**

Work is performed in an office.

**Physical Requirements:**

While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is frequently required to walk, sit and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.