

Cascade County

Job Vacancy Announcement

Position: Accountant	Closing Date: October 18, 2013
County Department: Cascade County Sheriff's Office	Dept. Admin.: Rina Moore
Type of Position: Full-Time	Salary: \$15.00 per hour
Applications available at Cascade County Human Resources Department, www.cascadecountymt.gov or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

POSITION DESCRIPTION

Oversees the accounting for a department or department program and performs daily fiscal operations to provide for sound fiscal procedures that comply with acceptable accounting procedures and state and federal guidelines, responsible for advanced accounting tasks within a County Department; provides timely accurate data, status updates of billing, and forecasting for fiscal year planning from information provided by management; makes recommendations to management on possible cost savings; assists in cost accounting of the division's management team; participates as a productive member of the division's and county's accounting leadership team; develops and maintains financial infrastructure for departments or a major program; develops procedures for accessing information and developing reports based on their interpretation of applicable state and federal regulations, and analyzes fiscal data to determine trends and make projections; has a broad knowledge base of statutory and regulatory requirements and the ability to research highly technical issues; guides employees assigned to the accounting function of the department; conducts daily business functions such as preparation of reports; reconciliation of accounts receivable and payable; allocation of funds; and reporting of grant and fund balances; and has the theoretical skills as they apply to accounting.

JOB REQUIREMENTS

Knowledge and understanding of: Generally accepted accounting principles (GAAP), practices, and standards; Generally accepted auditing standards (GAAS); State of Montana's Budgetary Accounting and Reporting System (BARS); Governmental fiscal administrative processes such as budget development and disbursement, rate setting, accounting, grant administration, and purchasing; intermediate to advanced software knowledge in Microsoft Office; Cost Accounting procedures as utilized in Local Government Agencies; Federal, State and Criminal Justice Law Enforcement.

Skills in: Computer and data processing technology as applied to financial, accounting and auditing utilizations; operating a personal computer using word processing, financial spreadsheets, specialized accounting and database applications appropriate to assigned duties.

Ability to: Maintain a program of accounting and fiscal services and controls as defined by county Policy; evaluate the soundness of financial practices and work with accounting supervisor and finance officer to help improve the County's financial practices; analyze and interpret financial data and information and reach conclusions; organize information clearly to meet management's need; learn the county's accounting software; perform computations accurately and quickly; maintain confidentiality; establish and maintain effective working relationships with coworkers, managers, and representatives of other agencies or departments; multi task and complete tasks in a timely manner with accuracy.

EDUCATION AND EXPERIENCE

The above knowledge, skills and abilities are typically acquired through a combination of education and experience. At a minimum all applicants **MUST HAVE a Bachelor's Degree in Accounting or Finance Management; and four (4) years' experience in accounting; or any equivalent combination of education and experience totaling eight (8) years.**

***** APPLICATION PACKET REQUIREMENTS: Each applicant is required to provide the following:**

- ❖ Complete and notarized supplemental documentation
- ❖ Copy of a photo ID
- ❖ Copy of high school diploma or GED
- ❖ A detailed resume of work experience
- ❖ A completed Cascade County Employment Application

*****All the above documents must be included to be considered a complete application packet**

The successful applicant shall serve a 6 month probationary period. The successful applicant may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER