

# Cascade County

## Job Vacancy Announcement

<b>Position: Assistant Accounting Supervisor</b>	<b>Closing Date: July 26, 2013</b>
<b>County Department: Clerk and Recorder</b>	<b>Dept. Admin.: Rina Moore</b>
<b>Type of Position: Full-Time</b>	<b>Salary: \$17.00-\$19.50 per hour DOE</b>
<b>Applications available at Cascade County Human Resources Department, <a href="http://www.cascadecountymt.gov">www.cascadecountymt.gov</a> 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.</b>	

### POSITION DESCRIPTION

The Assistant Accounting Supervisor works directly under the accounting supervisor within the Centralized Accounting Department and performs daily fiscal operations to provide for sound fiscal procedures that comply with acceptable accounting procedures and state and federal guidelines; is responsible for advanced accounting tasks within the different county departments and the County's software accounting system. will be a roaming accountant and will work on-site throughout the different county departments to ensure operations run smoothly during vacancies or vacations; assists the Accounting Supervisor and the Finance Officer with operational and budgetary procedures; 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 broader knowledge base of statutory and regulatory requirements and the ability to research highly technical issues and can work within each and every department within the county on an as needed basis; assists in guiding employees assigned to the accounting function of the department; 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; understands Cost Accounting procedures as utilized in Local Government Agencies.

**Skills in:** Computer and data processing technology as applied to financial, accounting and auditing utilizations; operating a personal computer using word processing, using 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 works with the Accounting Supervisor and the 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.

### 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 Financial Management; **and** five (5) years' experience in accounting; **or** any equivalent combination of education and experience totaling eight (8) years.

*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. Applicant must possess a copy of valid Montana Driver's License issued by the State of Montana.*

**Notice to Applicants:** Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document and Employment Preference Form or DPHHS Handicap Certification 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.**