



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: **Accountant - ExpoPark**
Schedule: **Full-time with Benefits**
Department: **Clerk and Recorder's Office**

Salary: **\$17.00 - \$19.00 per hour DOE**
Closing Date: **Open Until Filled**
Department Administrator: **Rina Moore**

Education/Experience/Training:

- Associate Degree in Accounting or Finance Management **or** two (2) years of experience in accounting.

Certifications:

- Valid driver's license issued by the State of Montana or the ability to obtain within 30 days from date of hire.

JOB SUMMARY: The Accountant manages the accounting for a department or department program and directs daily fiscal operations to provide for sound fiscal procedures that comply with acceptable accounting procedures and state and federal guidelines and is responsible for advanced accounting tasks within a County Department. The Accountant will provide timely accurate data, status updates of contract billing and forecasting for fiscal year planning, make recommendations to division management on possible cost savings, assist in cost accounting of the division's management team, participate as a productive member of the divisions and County's accounting leadership team and perform other duties as required or assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES: Manages departmental budget process to ensure compliance with directives, provides advice and direction to managers regarding internal policies and procedures, analyzes past expenditures and develops methods for projecting future expenditures, analyzes accounting data and develops revenue and expenditure reports to keep management aware of current revenue situations, projects revenue excesses and shortfalls and recommends solutions, reviews expenditure analyses and recommends modification to the spending plan, manages accounts receivable and fiscal procedures for funding sources to ensure funds are available for intended purposes, state and federal reporting requirements are met and to prevent disallowances or audit findings, interprets federal grant management requirements including match requirements and implements internal grant management policies to ensure compliance, works with Budget Department to develop techniques in financial forecasting and trend analysis, manages accounts payable to ensure expenditures are recorded to the correct funding sources that expenditures are allowable according to funding source guidelines and an accurate record of income and expenditures is available, prepares financial statements to provide current status of organization fiscal situation, prepare for and be primary department contact for financial audits including but not limited to the internal audits and funding source audits, in collaboration with the County Accounting Manager assist in reviewing new or revised County policies and procedures for accounting and financial control, represent the department at Board meetings and other meetings regarding financial information, conducts other duties or special projects as assigned by Accounting Manager, supervises, plans, coordinates and directs the work of the Accounting Assistants within their assigned departments. Assists Accounting Manager with decisions including hiring, firing, training, discipline, performance evaluations and scheduling of work, works with the County's data processing division to coordinate and implement the use of computer technology with assigned accounting duties and functions, performs other duties as required or assigned.

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, supervisory principles and practices, intermediate to advanced software knowledge in Microsoft Office.

Skill to: Use computer and data processing technology as applied to financial, accounting and auditing utilizations, operate a personal computer using word processing, financial spreadsheets, specialized accounting and database applications appropriate to assigned duties.

Ability to: Manage a program of accounting and fiscal services and controls, evaluate the soundness of financial practices, determine whether practices comply with federal and state regulations, analyze and interpret financial data and information and reach conclusions, organize and disseminate information clearly, learn the County's accounting software, perform computations accurately and quickly, maintain confidentiality, plan, assign and direct the work of fiscal staff, and establish and maintain effective working relationships with coworkers, managers and representatives of other agencies or departments.

The successful applicant shall serve a 6-month probationary period and will 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 (**Part 4**) 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