



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 – City-County Health Department
Schedule: Full-time with Benefits
Department: Clerk and Recorder's Office

Salary: \$19.00 - \$20.00 per hour DOE
Closing Date: Open Until Filled
Department Administrator: Rina Moore

Education/Experience/Training:

- Associate Degree in Accounting or Finance Management **or** three (3) years of experience in accounting.

Certifications:

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

JOB SUMMARY

The Accountant oversees the accounting for the City-County Health Department (CCHD) and performs 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 the CCHD. The Accountant will provide timely accurate data, status updates of contract billing and forecasting for fiscal year planning, make recommendations to CCHD management on possible cost savings, assist in cost accounting of the CCHD management team, participate as a productive member of the CCHD and County's accounting leadership team, may function as a backup to other County accountants and perform accounting functions and provide accounting assistance in other County offices/departments as part of the County's centralized accounting operation and perform other duties as required or assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Oversee CCHD budget process to ensure compliance with directives; Provide advice and direction to CCHD management regarding internal policies and procedures; Analyze past expenditures and develops methods for projecting future expenditures; Analyze accounting data and develops revenue and expenditure reports to keep CCHD management aware of current revenue situations; Project revenue excesses and shortfalls and recommend solutions; Review expenditure analyses and recommend modification to the spending plan; Manage 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; Interpret federal grant management requirements including match requirements and implements internal grant management policies to ensure compliance; Work with County Budget Office to develop techniques in financial forecasting and trend analysis; Manage 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; Prepare financial statements to provide current status of organization fiscal situation; Prepare for and be primary departmental 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 CCHD at Board meetings and other meetings regarding financial information; May function as a backup to other County accountants and perform accounting functions and provide accounting assistance in other County offices/departments as part of the County's centralized accounting operation; Conduct other duties or special projects as assigned by Accounting Manager; Supervise, plan, coordinate and direct the work of the Accounting Assistants within their assigned departments; Work with the County's data processing division to coordinate and implement the use of computer technology with assigned accounting duties and functions; Comply with and strictly adhere to CCHD/County state and federal confidentiality, privacy and safety/security laws, rules, policies, guidelines and practices; Prepare and submit accurate, timely reports and records and maintain updated files; Proficiently operate a computer and achieve knowledge of additional computer applications as needed to complete required job duties; Work collaboratively with management, co-workers, multiple agencies and organizations; Interact with the public or other employees in a professional, respectful and courteous manner; Practice good public relations and display sound judgment and decision-making skills within established policies and procedures in stressful situations; Multi-task and maintain concentration during frequent interruptions and meet challenges with resourcefulness through original thinking and creativity; Understand and follow oral and/or written policies, procedures, and instructions; Demonstrate high attention to detail; Establish and maintain effective working relationships with other County departments, employees, federal and state agencies, private agencies and the public; Communicate in a professional and effective manner with others, both orally and in writing information, clearly and concisely; Read, review, analyze, compile, comprehend information and materials Remain flexible and meet established timelines and/or deadlines; Respond appropriately to an emergency or crisis situation; Observe established lines of authority; Identify problems that adversely affect the organization and its functions and offer positive suggestions for improvements; Work independently and as a team member

with minimal supervision; Organize and prioritize tasks and work environment to maximize efficiency; Demonstrate punctuality and observe established work hours; Make independent decisions, accept responsibility and be self-motivated; Perform 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; CCHD/County policies, procedures, standards and guidelines; CCHD/County state and federal confidentiality, privacy and security laws, rules, policies, guidelines and practices; Supervisory techniques, principles and practices; Intermediate to advanced software knowledge in Microsoft Office including Word, Excel, Internet and Outlook; CCHD/County safety rules, procedures and practices; English usage, spelling, grammar and punctuation.

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; Engage in effective and professional interpersonal communication; Engage in efficient organization, time management, planning and accuracy; Engage in effective and professional customer service and public relations.

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 and utilize CCHD/County accounting software; Perform computations accurately and quickly; Maintain and adhere to CCHD/County state and federal confidentiality, privacy and security laws, rules, policies, guidelines and practices; 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