



HARFORD COUNTY
invites applications for the position of:
ACCOUNTANT I
(GRANT/FT/BENEFITS)
Starting at \$48,000 -
\$53,000 Annually

An Equal Opportunity Employer

SALARY:

Annually
\$40,698.00 - \$93,190.00

HOURS OF WORK: Monday - Friday 8:00 A.M - 5:00 P.M.

DEPARTMENT: Economic Development

OPENING DATE: 07/08/20

CLOSING DATE: 07/22/20 11:59 PM

NATURE OF WORK:

This is entry-level professional accounting and administrative work. Employees in this class work under close to general supervision, and are responsible for performing difficult accounting and auditing functions; preparing financial reports; maintaining liaison with data processing personnel; performing administrative service functions; may provide direct and/or indirect supervision to professional, para-professional, and clerical support staff. Assignments require evaluative thinking and are carried out in accordance with generally accepted accounting principles and practices, and in accordance with applicable Federal, State and local laws. Contact with workers in other departments, governmental agencies, banks and the public are responsible and extensive.

Depending upon job assignment and the job performance, an employee in this class may be eligible for promotion to Accountant II on the recommendation of the supervisor.

EXAMPLES OF DUTIES:

The following examples illustrate the work performed in the positions in the class. Positions may require some or all of these examples depending on the organization of work within the department. The list is not inclusive. A position may require duties not listed, if necessary, to accomplish the work of the department.

1. Prepares and may coordinate complex detailed financial and statistical reports.
2. Prepares interim financial statements.
3. Maintains work papers of financial data on an ongoing basis.
4. Analyzes accounting systems, methods and procedures; participates in special accounting and procedural studies.
5. Recommends revision or installation of new accounting procedures for conventional and computerized systems.
6. Assists superiors in the development and formulation of policies.
7. Assists in supervising general accounting operations and programs; participates in capital projects and grants accounting.
8. Designs, plans and organizes financial reporting operations; develops new financial and data processing programs for all areas of accounting.

9. May supervise professional, para-professional and clerical staff.
10. Analyses cash flow; prepares fiscal impact statements and summaries; prepares appropriation and transfer of funds requests. Additionally, in the work area of the Treasury Department, invests County funds to the best advantage of Harford County.
11. Prepares various Federal and State mandated financial reports and reviews legislative and budgetary documents to meet financial sufficiency and Federal and State Audit review.

MINIMUM QUALIFICATION REQUIREMENTS:**KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of accounting and auditory principles, theories practices and procedures; of governmental accounting and/or enterprise accounting and budgeting, depending on area of assignment; of current practices in organizational management and administrative procedures; of payroll policies and tax reporting requirements. Working knowledge of computerized accounting systems; of Microsoft 2016, Word, and EXCEL, if applicable to area of assignment. Ability to maintain complex accounting records; to prepare and review financial statements; grant reimbursements and audit reports; to establish and maintain effective working relationships with associates, officials and the public; to sit for prolonged periods of time; to drive a County vehicle while carrying out some work assignments.

EDUCATION: Bachelor's degree from an accredited college or university with major course work in accounting, business administration, finance, or public administration.

OR

2 years or more experience in professional accounting experience may substitute for the degree requirement.

EXPERIENCE: One (1) year of professional accounting or auditing experience.

LICENSE: Possession of a valid Class "C" non-commercial driver's license with no more than three (3) points.

SAFETY: Must comply with Harford County Safety Manual.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.harfordcountymd.gov>

OFFICE INFORMATION:

220 South Main Street
Bel Air, MD 21014
410-638-3201
410-638-4869

Job #20-063
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