



Washington County Consolidated Communications Agency

ACCOUNTANT

SALARY RANGE

\$49,766-\$63,516

DEFINITION:

To provide professional level accounting and finance support, including the preparation of various manual and automated financial reports including those required for year-end closing and audits; work with operating departments to develop accounting procedures and ensure compliance; provide technical advice; perform a variety of professional level finance and accounting duties in the areas of financial reports, accounts analysis and reconciliation.

EXAMPLES OF PRINCIPAL DUTIES: Duties may include, but are not limited to, the following:

1. Prepare the Comprehensive Annual Financial Statements, including compilation and verification of all financial data, and preparation of closing entries, financial statements, footnotes and supporting schedules.
2. Use accounting software to perform account transactions and reconciliations; develop indirect cost allocation plans and create trial balances, lead sheets, and accrual work papers on electronic media for use by independent auditors.
3. Analyze and reconcile ledger control accounts to financial reports, grant reports, bank statements, payroll, PERS, and other reports.
4. Prepare numerous audit work papers and all audit letters for external auditors.
5. Review WCCCA's internal controls and make necessary recommendations; maintain records and accounts necessary to comply with division of duties and accounting procedures.
6. Act as liaison for financial matters between WCCCA and police and fire departments, cities, and other jurisdictions; advise user departments on accounting and billing procedures.
7. Maintain all accounts and reconcile periodically.
8. Prepare annual reconciliations, W-2s, and 1099s. Ensure all payroll liabilities are paid on time.

9. Reconcile outstanding receivables on a monthly basis and send out past dues or make phone calls as needed regarding unpaid receivables.
10. Prepare monthly financial reports and any other quarterly reports for WCCCA User Board.
11. Review several Agency balance sheet accounts for accuracy. Balance other accounts receivables, accounts payables, and all payroll liabilities.
12. Balance deferred compensation accounts.
13. Determine appropriate taxation of fringe benefits and other special payroll areas.
14. Prepare the accounting side of the annual budget document using the accounting software. Input budget and all resolutions as adopted by the WCCCA User Board.
15. Initiate cash management activities, including daily cash balances and pool transfers. Balance all pool accounts monthly.
16. Coordinate accounting duties of office support staff.
17. Perform specialized accounting studies and analysis as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of generally accepted accounting principles, systems, procedures, and controls; knowledge of the principles, practices, and procedures of finance; knowledge of the regulations affecting financial operations; knowledge of mainframe and personal computer accounting applications; knowledge of personal computers and related software, including data transfer; knowledge of internal controls and auditing procedures; knowledge of public sector accounting needs, administrative organization and regulations affecting financial operations; knowledge of GASB reporting requirements; knowledge of the Oregon Public Employees Retirement System.

Ability to understand and analyze the management accounting needs of a governmental organization; ability to analyze and/or create accounting solutions using automation techniques; ability to transfer or download information between computer applications or environments to provide special accounting analysis and reporting; ability to communicate effectively both orally and in writing; ability to establish and maintain cooperative working relationships with individuals, whether members of the public or coworkers, from diverse groups and backgrounds; ability to prepare and evaluate a wide variety of accounting reports; ability to establish and maintain fiscal records; and the ability to evaluate and make recommendations on internal controls.

EDUCATION AND/OR EXPERIENCE:

A typical way to obtain the knowledge and abilities would be through a college degree in accounting or finance and a minimum of three years experience in accounting or finance. Two or more years of governmental accounting experience is strongly preferred.



Washington County Consolidated Communications Agency
Application for Employment
An Equal Opportunity Employer

Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Application must be signed and dated, or it will be considered incomplete. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for signature on back of Application. All information given will be available only to persons who have a "need to know" or as required by law. This company will make reasonable accommodation in the application process, if needed.

Today's Date: _____

Name _____ Date you are Available for employment? _____
Last First Initial

Mailing Address _____
Street City State Zip

Home Phone _____ Cell _____ How did you hear about us? _____

YES NO

Are you a citizen of the United States or, if not, are you legally authorized to work in the United States?
If offered employment, you will be required to submit identification in accordance with INS rules and regulations.

YES NO

As an adult have you ever been convicted of an offense other than a minor traffic violation? If "yes" please state below the nature, date, and jurisdiction of each conviction. Convictions are evaluated for each position, and are not necessarily disqualifying.

EDUCATION AND TRAINING: Do you have a high school diploma, GED, or equivalent? YES NO

Please list all colleges, universities, military, trade, business or other schools attended.

NAME AND LOCATION OF SCHOOL	MAJOR OR TYPE OF TRAINING	SEM. CREDIT HOURS	QTR. CREDIT HOURS	DEGREE OR CERTIFICATE OBTAINED

LICENSES/CERTIFICATES: List driver's license or other certificates you possess as required by the position applied for.

TITLE	NUMBER	ISSUING AGENCY	DATE ISSUED/DATE OF EXPIRATION

SKILLS/ABILITIES: List any skills/abilities you have which are pertinent to the position applied for.
