

**BANNOCK COUNTY**  
**CLASS SPECIFICATION**

**ACCOUNTANT/DEPUTY AUDITOR**

Department: Clerk/Auditor  
FLSA Designation: Non-Exempt

Pay Grade: 12  
Effective Date: 10/04, 08/09

**Purpose of Class**

Performs advanced accounting support duties to audit accounts and maintain fiscal records; performs related work as required.

**Primary Function**

The principal function of an employee in this class is to audit various accounts from County departments, perform advanced accounting support duties and records maintenance, and provide customer service. An Accountant/Deputy Auditor must possess strong accounting skills. The work is performed under the supervision of the Comptroller/Senior Deputy Auditor, although some latitude is granted for independent judgment using standard practices to resolve customer issues or correct procedures. The principal duties of this class are performed in a general office environment.

**Essential Duties and Responsibilities** (will vary by assignment)

- Audits accounts to verify compliance with accounting and budgetary laws through the use of spreadsheets and various reports;
- Maintains spreadsheets for GASB No. 34 financial statements to make journal entries and produce government wide financial statements;
- Performs capital asset tracking and management to include calculating depreciation;
- Produces and enters journal entries for budget revisions, transfers, corrections and begin balances;
- Identifies problems with general ledger and recommends solutions;
- Verifies account coding to line items for accuracy;
- Updates auditing office accounting policies and procedures manual to be used by other County offices;
- Enters budget and maintains spreadsheets to forecast revenue;
- Provides assistance with year-end closing and writing up comprehensive annual financial report;
- Audits petty cash;
- Prepares, distributes, and maintains a variety of documents, reports, correspondence, log sheets, applications, and related documents;
- Maintains files, logs and other records utilizing the computer;
- Provides data entry services, faxing, typing, and filing in support of department functions;

- Performs all work duties and activities in accordance with County policies, procedures and safety practices.

### **Other Duties and Responsibilities**

- Backs up other auditing office positions as needed;
- Performs other related duties as required.

### **Competency Requirements**

Knowledge of:

- General and governmental accounting principles and applications;
- County taxation laws, policies and procedures;
- Customer service procedures, techniques, and objectives;
- English grammar, spelling, punctuation, and composition;
- Current office practices and procedures;
- County fiscal practices and procedures;
- Business and technical writing;
- County department interrelationships;
- Laws pertaining to tax reporting, and County accounting;
- Budgetary principles;
- Operation of standard office equipment and a personal computer and job-related software applications for word processing, spreadsheets, and related accounting functions.

Ability to:

- Understand financial language and reports;
- Interpret and apply guidelines, rules, regulations and laws as they apply to financial matters;
- Analyze detailed information and research and reconcile general ledger accounts;
- Prepare accurate and complete financial reports from accounting data;
- Evaluate and analyze customer needs to provide exceptional customer service;
- Explain department functions thoroughly to provide general information and explain detailed department processes and procedures;
- Explain regulatory compliance issues related to the assigned department's function;
- Maintain records efficiently and accurately and to prepare clear and concise reports;
- Research technical information and data and prepare recommendations and reports;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Follow written and oral instructions;
- Respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Work well under pressure;

- Type accurately;
- Operate standard office equipment and a personal computer including program applications appropriate to assigned duties;
- Maintain effective working relationships with other County employees, supervisory personnel, local elected officials and the public;
- Communicate effectively both orally and in writing.

### **Acceptable Experience and Training**

- Bachelor's degree in related field is required with advanced accounting degree preferred;
- One (1) to two (2) years accounting experience, preferably in a municipal office position; governmental accounting preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer, cash register, and standard office equipment;
- Sufficient personal mobility, flexibility, agility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment.