



POSITION: Senior Accountant
JOB CODE: 2181 **GRADE:** 122G
DEPARTMENT: Finance **DIVISION:** Accounting
REPORTS TO POSITION: Accounting Manager
STATUS: Full-Time **FLSA:** Exempt

Position Summary

Analyzes specific areas of the County's general ledger accounts to ensure accuracy and reliability; provides details of accounts for audits and internal review. Work of this class involves no supervisory duties or immediate direction.

Position Responsibilities

1. Analyzes and reconciles individual general ledger accounts to ensure accuracy and reliability of information, and takes corrective action as necessary.
2. Maintains and reconciles fixed assets.
3. Researches and prepares grant applications.
4. Assists with payroll functions.
5. Processes payroll tax payments and reconciles all payroll withholding accounts.
6. Assists external auditors by researching information and reporting details as requested.
7. Assists in budget preparation.

Minimum Qualification Requirements

Education

Bachelor's Degree in accounting or a related field.

Experience

Minimum of five (5) years of professional accounting experience.
Experience in government accounting is preferred.

Certificate(s) and/or License(s)

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

Knowledge, Skills & Abilities

1. Thorough knowledge of the practices, theories, and methods of governmental accounting.
2. Thorough knowledge of the budget and auditing process.
3. Ability to analyze and reconcile accounts.
4. Ability to collect data and prepare accurate and useful reports.
5. Ability to communicate effectively both written and orally.
6. Knowledge of computer equipment and relevant software applications.
7. Ability to develop accurate and useful reports.

Miscellaneous Position Information

Working Conditions & Physical Requirements

This role is primarily sedentary in nature but may involve occasional strenuous effort, such as handling moderately heavy boxes, tools, equipment, or other materials; walking or climbing over uneven surfaces; and sitting/standing in fixed position for extended periods of time. Must be able to lift 50 pounds unassisted on a regular basis. General conditions involve working at a computer, using telephonic equipment, and interfacing regularly with internal and/or external stakeholders.

Work is normally performed Monday through Friday during normal business hours, however, may require alternate work hours 24 hours a day, seven (7) days a week.

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

Conditions of Employment

- 1. Prior to appointment, employees are subject to pre-employment medical history review and drug testing, extensive background investigation (which may require CJIS and NCIS clearance), including but not limited to reference checking, and driving history, and an evaluation of training or experience.

Benefits (*Not all positions may be eligible for these programs.)

Cecil County Government offers a full complement of benefits including medical, dental, life, disability, and AD&D insurance programs as well as a generous time off benefits. We understand that finding the right balance between home and career is a challenge and offer the following programs: employee assistance program, flexible work arrangements/compressed schedule and telework/remote office opportunities.

This position description is representative of the general and most important components of this role and does not characterize every aspect of the job; other duties and responsibilities may be assigned as warranted and deemed appropriate. This document does not constitute a contract of employment, nor a guarantee of continued employment. Cecil County Government is an equal opportunity employer.

By signing below the employee indicates this job description was reviewed, acknowledged, and accepted. Questions regarding the job description should be directed to Human Resources.

Employee Printed Name _____
Date

Employee Signature