

**JOB DESCRIPTION**  
**MARSHALL COUNTY, ALABAMA**

**ACCOUNTANT - COMMISSION**

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**JOB GRADE: 14**

**JOB CODE: 945**

Department: Commission  
Reports To: County Administrator  
Date: August 2015  
FLSA: Exempt  
DOT Ref: 160.162-018, 160.162-026

**JOB DESCRIPTION**

This is a professional level accounting position involving the application of accounting and auditing principles, methods and procedures in the establishment, analysis and maintenance of fiscal records. Duties include performing professional accounting and auditing work of routine difficulty according to established procedures and regulations. Employee may also assist County Administrator in providing specific analyses, interpretations and preparation of complex financial reports. Employee may be required to make professional decisions and judgments in accordance with generally accepted accounting and auditing principles and practices.

**ESSENTIAL JOB FUNCTIONS**

- A. Prepare, examine or analyze accounting records, financial statements or other financial reports to assess accuracy, completeness and conformance to reporting and procedural standards.
- B. Develop, maintain and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
- C. Compile, code, categorize, calculate, tabulate and verify information and data.
- D. Maintain financial records by entering, accessing and retrieving financial data using current computer technology.
- A. Provide information and assistance to elected officials, department heads, employees and others regarding budgets, expenditures and other financial matters.
- B. Provide back-up to other functions within the Commission office. (Payroll, I-Treasury, GovDeals, purchase orders).

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of arithmetic and algebra and their applications.
- Knowledge of the principles of accounting and auditing, specifically pertaining to governments.

**KNOWLEDGE, SKILLS AND ABILITIES (Continued)**

- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Ability to read, comprehend and interpret laws, rules and regulations and policies and procedures.
- Ability to communicate clearly and effectively, both orally and in writing.
- Working knowledge of personal computers and Microsoft Word and Excel.
- Ability to establish and maintain effective working relationships with other employees, representatives of other organizations and the public.
- Ability to interact with people providing information in a polite and efficient manner, both in person and by phone.
- Ability to use good judgment to make decisions in accordance with precedents and regulations and apply them to the work situation.

**MINIMUM QUALIFICATIONS**

- A Bachelor's degree from an accredited college or university with a major in Accounting.
- Successful completion of at least three (3) semester hours in governmental accounting is preferred.
- Applicant must submit an official college transcript for each accredited postsecondary academic institution attended.

**This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.**