

ACCOUNTANT II

Department:	Finance	Reports To:	Finance Director
Division:	Administration	Location:	Administration Building
FLSA Status:	Non-Exempt	Classification:	Full-Time/Civil Service
Approved By:	Director of Finance	Date of Approval:	January 1999
Pay Grade Level:	7	Date of Last Revision:	May 16, 2012

JOB SUMMARY

Responsible for the supervision and control of the general accounting functions of the Lafourche Parish Finance Department. This includes the general ledger, payables, payroll, property, budget reporting, and statistical accumulation. Responsibilities also include for financial statement and report preparation on a regular and special request basis; assisting departments with annual budget preparation and budget reviews; and reviewing entries to the general and statistical ledgers to ensure accuracy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Supervises and trains those employees in accounting, payroll, and accounts payables
- Regularly reviews entries to the general and statistical ledgers to ensure accuracy and compliance with established accounting principles and departmental policies and procedures. Prepares general and statistical ledger entries
- Prepares work papers, financial statements, and various reports, as requested
- Coordinates and prepares for financial audits, as required by governmental regulations
- Prepares and/or reviews required tax returns and reports
- Monitors established internal controls to ensure proper compliance
- Monitors security pledges
- Assists in the preparation of cost reimbursement reports and other interim reports, as required
- Assists in the planning and implementing of changes in the accounting system
- Coordinates and/or prepares fund balance projections and reviews with operating departments and program/project administrators

- Monitors the completion of reports on the financial status of state and federal grants, capital improvements projects and other special programs/projects as required by funding regulations
- Ensures that departmental staff facilitate auditors and state and federal regulatory monitors in providing the necessary financial information required in determining parish compliance with financial management requirements in the implementation of a state or federally funded programs and projects
- Monitors assigned accounts payable and receivables to ensure that payments are up-to-date
- Reconciles financial report discrepancies and problems

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- Performs the job duties of the Accountant I in his/her absence
- Assists in the preparation of the annual budget
- Assists in the completion of annual audit by retrieving departmental records and photocopying
- Assists assigned departmental personnel with budget activity, proper expenditure coding, document preparation, and other accounting-related activities
- May receive and resolve complaints/questions/concerns received from state and federal funding agencies, vendors, employees, and departmental supervisors regarding payroll, the status of invoice payments, and delivery of materials/supplies ordered
- All parish government employees in a declared emergency shall be considered essential personnel

SUPERVISORY RESPONSIBILITIES

Supervises assigned employees in the Finance Department in the completion of work activities; Carries out supervisory responsibilities in accordance with Lafourche Parish Government policies and procedures and applicable laws of the State of Louisiana; Supervisory responsibilities include reviewing credentials of job applicants and training employees; planning, assigning, and directing work; assisting in the appraisal of job performance; and addressing basic complaints and resolving minor problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with

disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and Experience. Bachelor's degree from four-year college or university; or three (3) to five (5) years related experience and/or training; or equivalent combination of education and training in governmental accounting systems and procedures and the ability to exercise independent judgment within established systems and procedures. Substantial knowledge of laws and regulations governing fiscal record keeping preferred.

Language Skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and/or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, employees, representatives of federal and state agencies, elected officials, and the general public.

Mathematical Skills. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

OTHER SKILLS AND ABILITIES

- Must possess knowledge of technical and professional methods, practices, and procedures in governmental financial administration including budgeting, reporting, taxation and revenue; must have knowledge of appropriate management and supervisory skills to supervise general accounting staff; and, basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software, business English, spelling, punctuation, and methods and techniques in record keeping and filing systems. Must have to ability to learn and apply special governmental rules and regulations regarding accounting and auditing practices.
- Ability to be bonded.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear; The employee is

occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.