

# ACCOUNTANT III

---

---

|                         |                     |                          |                         |
|-------------------------|---------------------|--------------------------|-------------------------|
| <b>Department:</b>      | Finance             | <b>Reports To:</b>       | Director of Finance     |
| <b>Division:</b>        | Administration      | <b>Location:</b>         | Administration Building |
| <b>FLSA Status:</b>     | Exempt              | <b>Classification:</b>   | Full-Time/Civil Service |
| <b>Approved By:</b>     | Director of Finance | <b>Date of Approval:</b> | January 1999            |
| <b>Pay Grade Level:</b> | 8                   |                          |                         |

---

---

## JOB SUMMARY

Responsible for assisting the Director of Finance in managing the financial affairs of the Parish and prepares financial analyses of operations, including interim and final financial statements with supporting schedules, for the guidance of the Director, including the preparation of financial plans and policies, proper accounting practices, the conduct of its relationship with banking institutions and the financial community; maintenance of parish government fiscal records, and the preparation of financial reports; responsible for the supervision over general accounting, fixed assets, internal auditing, cost accounting, and budgetary controls.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Develops, analyzes, and interprets statistical and accounting information in order to appraise operating results in terms of profitability, performance against budget, and other matters bearing on the fiscal soundness and operating effectiveness of the parish governmental operations
- Performs evaluations of personnel in the Finance Department; recommends training requirements and is responsible for maintaining at the highest level of skill necessary to meet departmental needs and objectives; and may recommend that personnel be hired or removed from the Department
- Maintains the parish system of accounts and funds, and maintains records on all parish transactions and assets
- Prepares reports that outline the financial position of the Parish regarding revenues and expenses based on past, present, and future operations
- Assists in the coordination and direction of the preparation of the annual budget and financial forecasts; institutes and maintains other planning and control procedures, and analyzes and reports variances
- Responsible for maintaining compliance with federal and state payroll taxes

- Furnishes internal reports, revises and updates reports for increased usefulness and efficiency; and, furnishes external reports as necessary
- Evaluates and recommends insurance coverage for protection against property losses and potential liabilities
- Responsible for closely working with other departments on problems involving accounting systems and financial planning
- Provides technical and analytical guidance to the Director in identifying and solving problems within the functional limits of the Department
- Monitors established internal controls to ensure proper compliance
- 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

Other duties may be assigned.

#### **ADDITIONAL RESPONSIBILITIES**

- Performs the job duties of the Accountant II in his/her absence
- Assists in the completion of annual audit by retrieving departmental records
- 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**

Directly supervises assigned employees in the Finance Department; Carries out supervisory responsibilities in accordance with Lafourche Parish Government policies and procedures and applicable laws of the State of Louisiana; Supervisory responsibilities include interviewing job applicants and training employees; planning, assigning, and directing work; appraising performance; and addressing complaints and resolving 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 five (5) to seven (7) 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. Thorough knowledge of laws and regulations governing fiscal record keeping required.

**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 in both formal and informal settings.

**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 thorough knowledge of technical and professional methods, practices, and procedures in governmental financial administration including budgeting, reporting, taxation and revenue; must have extensive knowledge of appropriate management and supervisory skills to supervise departmental staff; and, highly proficient 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 plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion.
- 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.