



# ACCOUNTING ANALYST- FAIR AND EVENTS JOB DESCRIPTION

Job Title: **Accounting Analyst**

Job Class: **1739**

Pay Grade: **120**

Effective Date: **July 2024**

FLSA: **Non-Exempt**

Revision Date: **December 2024**

## NATURE OF WORK

Under general supervision, performs technical accounting duties involving the auditing, accounting, tracking, processing, budgeting and reporting of accounts for the Fair and Events Division.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs financial and statistical analysis in the maintenance and management of accounting, budget and transaction records for general ledger, grant programs, fixed assets, and special projects.
- Reviews, verifies, and processes accounting, financial documents, and technical transactions in compliance with all applicable rules, regulations and procedures.
- Assists with budget development, preparation and reconciliation; monitors expenditures, analyzes trends, and maintains technical documentation.
- Updates and maintains accounting computer systems, and other records systems as needed; reviews, investigates, and corrects errors in documents and reports.
- Reviews source documents for compliance to rules and regulations; determines proper handling of financial and technical transactions within designated limits; reports discrepancies.
- Interprets and explains County policies, procedures, rules and regulations; provides technical assistance and training to department staff as required.
- Maintains financial records and associated filing systems; enters data into computer systems; codes documents, processes transactions, updates accounts, compiles documentation, generates reports, and submits reimbursement requests as necessary; processes cash receipts, daily cash reports, and bank deposits.
- Identifies and researches accounting issues and recommends solutions; assists with preparation of annual financial report and assists auditors with preparation of financial analyses and reporting.
- Tracking Fair and Events assets and accounting with County financial systems database.
- Responds to requests for information; provides technical information within scope of authority.

- Assures that all reports and paperwork are completed in a timely manner; updates, corrects, retrieves and releases information according to procedures.

**WORKING ENVIRONMENT / PHYSICAL DEMANDS:**

Work is performed in a standard office environment and involves light physical demands and frequent use of a personal computer.

**EMPLOYMENT STANDARDS:**

Associate's Degree in Accounting, Business Administration, or a closely related field; AND two (2) year's accounts payable, receivable, payroll or claims accounting experience. Government accounting experience is preferred.

A valid Driver's License required.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County policies and procedures.
- General Accounting standards, policies, procedures and regulations.
- Accounting principles and methods, including special fund procedures.
- Applicable state and Federal rules, codes and regulations covering specific areas of assignment.
- Principles of record keeping and records management.
- General ledger reconciliation procedures.
- State Budgeting Accounting & Reporting System (BARS) for Public Sector financial management.
- Business and personal computers, and spreadsheet software applications.

**Skills in:**

- Understanding and applying accounting standards and procedures, and applicable Federal and state rules and regulations for specialized areas of assignment.
- Maintaining accurate accounting records and identifying and reconciling errors.
- Performing mathematical calculations with skill and accuracy.
- Entering numerical data into a computer system with speed and accuracy.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers.
- Communicating effectively verbally and in writing.