



**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Accountant II	PAY GRADE: C42
DEPARTMENT: Treasurer's Office	FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
REPORTS TO: Chief Deputy Treasurer	LEAD: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
BARGAINING UNIT: No	SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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APPROVED: 	<u>09/09/2021</u>
<i>Department Head/Elected Official</i>	Date
	<u>9/9/21</u>
<i>Human Resources Director</i>	Date

I. PURPOSE SUMMARY. Maintains and controls a broad array of complex fiscal accounting duties related to the distribution and reconciliation of property tax revenues, the accounting and reporting of the county's investment portfolio, and the management of County banking relationships. May perform lead worker responsibilities.

II. ESSENTIAL DUTIES. (A position may not include all of the duties listed, nor do the listed examples include all of the duties which may be found in a position of the class. An individual must be able to perform the essential functions listed below and a reasonable accommodation may be made available to qualified individuals with disabilities to perform the essential functions of the job).

- A. Prepares a number of internal financial reports.
- B. Prepares and reviews journal entries, reconciliations, and schedules.
- C. Assists the department with monitoring of internal controls, internal auditing, and ensuring proper postings and compliance with financial procedures.
- D. Responsible for the accurate and timely preparation and submission of all required reports.
- E. Responsible for knowing and abiding by all statutes related to property taxation.
- F. Prepares and maintains a monthly investment reconciliation
- G. Prepares and completes a monthly distribution of property tax revenues.
- H. Responsible for distribution reports to local taxing agencies
- I. Prepares a running 10 year distribution report
- J. Verifies Mill levies are accurate for posting and printing of tax bills
- K. Responsible for the allocation of interest revenues to County fund accounts.
- L. Prepares Investment Worksheets for Monthly Treasurer's Report

III. ADDITIONAL DUTIES. Other duties include but are not limited to:

- A. Reconciles Property Tax payments
- B. Manages banking relationships
- C. Filing and recording of all financial assets owned by the County
- D. As assigned

IV. QUALIFICATIONS.

A. Education. Bachelor's Degree in Accounting, Finance, or Business Administration or related discipline is required.

B. Experience. A minimum of two (2) years of accounting experience. Experience in governmental finance or accounting is preferred.

C. Education/Experience substitution. In accordance with County policy.

D. Licenses/Certifications. Requires valid Class D driver's license if assigned to fixed asset accounting, and must maintain a satisfactory driving record in accordance with County policy.

E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Must pass background and credit check. Must pass a driver's license check if assigned to fixed asset accounting.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION

Must have knowledge of ordinances and regulations governing financial operations of the County including general ledgers and budgeting; practices and techniques of public financial administration and advanced accounting techniques; generally-accepted accounting principles; business English, spelling, grammar, and punctuation; general office and accounting equipment; computer operations including word processing, spreadsheet, and database software.

Must have skills in analyzing and evaluating information accurately and expressing ideas clearly; handling sensitive and confidential matters; using initiative and independent judgment while recognizing when it is appropriate to refer matters to management; establishing and maintaining effective and cooperative working relationships with others.

2. FREEDOM TO ACT

The employee independently processes the most difficult procedural and technical tasks or actions and handles problems and deviations in accordance with instructions, policies, previous training, or accepted practices.

3. GUIDELINES AND JUDGMENT

The supervisor sets overall objectives and resources available. The employee and supervisor, in consultation, develop deadlines, projects, and work to be done. The employee is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative, in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

2. PHYSICAL DEMANDS

The work is sedentary, typically requiring the employee to sit comfortably to do the work. There may be some walking, standing, bending, carrying of light items, or driving an automobile.

3. WORK ENVIRONMENT

The work area is adequately lighted, heated, and ventilated, and involves everyday risks or discomforts that require normal safety precautions and safe work practices.

4. SUPERVISORY RESPONSIBILITY

None. The position is responsible for its own work.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee *Date*

Doña Ana County Modified Duty Agreement



NAME (printed) Peter Martinez

It is the intention of Doña Ana County to have employees who have been injured, or have incurred a serious health condition which limits his/her ability to perform all the duties of his/her position for a temporary period of time, to return to work whenever possible consistent with any medical limitations arising from that injury or illness.

You are being assigned to a modified duty assignment under this policy. This modified duty assignment shall not exceed 90 calendar days duration within a 12-month rolling period.

If you believe your restrictions may rise to a level of a disability as defined by the ADA, you are responsible for following the County's Reasonable Accommodation Policy.

If you are unable to return to full duties, with or without reasonable accommodation within 90 calendar days, you will be placed on leave and an evaluation will be conducted by the Disability Review Team to identify options available to you.

In accordance with the Personnel Policies, if you are unable to perform the functions of your original position after 90 calendar days, the County will review current vacant positions to determine if you are qualified for a transfer to one of those positions. If a transfer occurs, you will be paid according to the salary schedule for the position you are being transferred to.

If no vacant position exists for which you are qualified, you may be medically separated by the County.

The following are the terms of your temporary assignment:

I agree to inform all supervisory personnel for whom I am working that I am on modified duty assignment and provide them a copy of this agreement immediately upon reporting to said supervisor.

It has been explained to me that should I be instructed to perform work activities that would exceed my work restrictions I am to inform that person that I am unable to perform that activity.

I also understand that I will not be reprimanded for refusing to perform work activities that would require me to exceed my current work restrictions.

I understand I may be required to submit updated medical information from my treating physician every 30 days as requested by the Human Resources Department.

I agree to keep my supervisor informed of my current work restrictions. If my work restrictions change, I will provide Human Resources a physician's statement stating my current restrictions.

I understand that if I injure myself while performing job duties that are against my restrictions, any workers' compensation benefits could be in jeopardy.

I understand that I must adhere to all County policies.

Your job duties will be PRIMARLY CLERICAL IN NATURE:

- **Computer Work**
- **Update Databases**
- **Research**
- **Other duties as assigned that do not conflict with or violate employee's work restrictions or that may cause employee to further injure himself.**

Your work restrictions are:

- Light duty, office/sedentary work with device
- Shall not wear uniform, duty gear, or carry weapon
- Use POV

Other instructions

Follow regular work schedule and work hours.

Other departmental procedures to be followed:

- Follow DAC HR policies and procedures
- Follow Department policies and procedures
- DASO pertinent Union Agreement

I HAVE READ AND UNDERSTAND THE ABOVE TERMS OF THIS MODIFIED DUTY ASSIGNMENT AGREEMENT.

Approved by Supervisor Date: 09/09/2021

Modified Duty Assignment Report Date: 09/09/2021

End/Reevaluation date: 09/17/2021

Employee's Regular Supervisor (printed name) Sgt. Eric Flores

Employee's Supervisor for Modified Duty (if different) Lt. Benito Casillas

Supervisor for Modified Duty Signature: Telephonically Approved by Lt. Benito Casillas
09/09/2021 @ 3:30 p.m.

Human Resource Director Signature: _____ Date: _____

Employee Acknowledgement of Receipt of Approved Agreement

Employee's signature:  _____ Date: 09/09/2021