
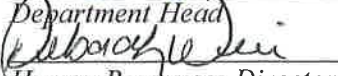


**DONA ANA COUNTY  
JOB DESCRIPTION**

**POSITION TITLE:** Accountant/Compliance Specialist      **PAY GRADE:** 19

**DEPARTMENT:** Asst. County Manager      **FLSA:**  Exempt     Non-Exempt  
**REPORTS TO:** Asst. County Manager      **LEAD/SUPERVISOR:** NA  
**BARGAINING UNIT:** NA

**APPROVED:**       4/3/12  
*Department Head*      *Date*  
      4/3/12  
*Human Resources Director*      *Date*

**I. PURPOSE SUMMARY.** Provides financial analysis and prepares reports including budgets, financial reporting, and general ledger accounts. Recommends and assists with the development of internal controls. Examines and evaluates County operations to determine if adequate controls exist and recommends best practices that conform to the laws, regulations and standards governing operations. Provides consulting services to County management and department heads to identify situations that require management intervention for a solution. Performs research on special projects in support of County departments and County management.

**II. ESSENTIAL DUTIES.**

**Financial/Accounting**

- Prepares a variety of financial reports.
- Analyzes and reviews complex statements, reports and contracts.
- Prepares and reviews journal entries, reconciliations, and schedules.
- Performs or reviews calculations for fixed assets and inventory in accordance with established formula, as assigned.
- Reviews budgets for accuracy in coding. Reviews revenues, expenditures, petty cash, budgets, and trial balances and reports any discrepancies to assigned supervisor.
- Assists in the design and development of new or improved accounting practices that will increase the efficiency and effectiveness of financial operations. Assists the department with monitoring of internal controls, internal auditing, and ensuring proper postings and compliance with financial procedures.
- Performs duties of staff positions to ensure continuity of work, as directed.
- May be required to make or assist in public presentations and set priorities for tasks.
- Responsible for the accurate and timely preparation and submission of all required reports.
- Performs research and prepares reports for special projects.

**Quality Control/Compliance**

- Plans, schedules and conducts reviews of various departmental operations and evaluates internal systems controls and compliance to policies; documents findings and formulates recommendations to correct deficiencies, reduces risk and costs, and improves performance.

- Analyzes the reliability and effectiveness of various department operational policies and practices; reviews performance measures and reporting methods; analyzes data to determine the adequacy of controls, duplication of effort, or lack of compliance with laws, regulations, policies and procedures.
- Monitors, provides independent review and analysis to ensure adequate controls, establish best practices and compliance with regulatory guidelines; documents review findings; prepares report of findings and recommendations for County management to improve the efficiency and quality of services. Presents findings and recommendations to County management and/or department head.
- Conducts special studies to assist with the determination operational effectiveness; researches and advises management about establishing best practices; maintains and enforces all aspects of confidentiality of County information and financial records.
- Coordinates the development, maintenance, implementation, and revision of policies and procedures as they relate to operational efficiency; develops standard operating procedures in coordination with management and department heads.
- Oversees, coordinates and monitors assigned programs or projects. May include cost analysis, development of performance benchmarks, or compliance assessments.

**III. ACCOUNTABILITY.** Position receives general supervision and is required to exercise independent decision making and judgment in the areas of principle responsibility.

**IV. ADDITIONAL DUTIES.** Performs other related duties as assigned.

**V. QUALIFICATIONS.**

**A. Education.** Bachelor's degree in Accounting, Finance or related field

**B. Experience.** Four (4) years of professional finance and auditing experience, preferably in the public sector

**C. Education/Experience substitution.** None.

**D. Licenses/Certifications.**

**E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).** Must possess a valid Class D driver license

**VI. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:**

**Knowledge of:**

- Principles and practices of administrative management, including personnel rules, cost accounting, budgeting, strategic planning and effective employee supervision and training.
- Generally accepted accounting principles and generally accepted auditing principles in public sector financial administration.
- County organization, operations, policies and procedures.
- Research methods, statistical methods and comprehensive planning.
- Methods used to analyze and synthesize data.
- Computers and various software (i.e. word processing, spreadsheets and databases).

**Ability to:**

- Establish and maintain effective working relationships with officials, managers and employees. Work with others in a positive and collaborative manner.

- Exercise a high degree of initiative and judgment, using only brief general direction, to analyze complex issues and problems, apply current research and statistical methods, formulate effective recommendations, and make presentations to department officials, Commissioners and the public.
- Assess and prioritize multiple tasks, projects and demands.
- Effectively interact and communicate, both orally and in writing, with county and departmental officials and staff.
- Understand, comply with, and improve established policies and procedures.

**Skills in:**

- Relating budgetary and management issues to external trends and administrative goals.
- Applying comprehensive familiarity of countywide/departmental operations to complex issues and problems.
- Goal and program-oriented productivity and quality control analysis, and forecasting resource requirements.
- General research planning process.
- Project development, scheduling, monitoring and control systems.
- Making effective and professional judgments in complex situations.
- Initiating, implementing and monitoring administrative procedures and evaluating their effectiveness.
- Statistical analysis, research methods and report presentations.

**GUIDELINES AND JUDGMENT.** Policies and precedents are available and stated in general terms. Guidelines for performing the work are of use but often-times personal judgment is necessary in order to complete the tasks as instructed.

**PHYSICAL DEMANDS.** Light physical demands; requiring some lifting and carrying of files and reports. Frequent to constant use of a personal computer and calculator. Position involves competing demands, performing multiple tasks, working to deadlines, occasional work beyond normal business hours, and responding to customer issues.

**WORK ENVIRONMENT.** Work is generally performed in a standard office environment with no notable adverse conditions; travel to other County facilities as necessary.

**SUPERVISORY RESPONSIBILITY.** Does not exercise direct supervision over employees but may supervise processes and projects.

**IX. 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 Doña Ana County 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*