



**Saguache County Department of Social Services**

**Is accepting applications for:**

Accountant/Bookkeeper

Assistant to the Director

**Salary:** \$22.00 – Depending on experience

Physical Location: Saguache, CO

Opening Date: 2/5/2024

Closing Date: Until Filled

**JOB DESCRIPTION**

**JOB SUMMARY:**

This position is responsible for complex accounting and finance functions including: processing, accounts payable, program payments, and accounts receivable; reconciling and balancing accounts; data processing activities and programs, and assisting in the budget preparation.

**SUPERVISION RECEIVED**

Receives direct supervision from the Human Services Director.

**SUPERVISION RECEIVED**

None

**ESSENTIAL FUNCTIONS:**

*The administration retains the right to modify or change the duties or essential functions of the job at any time.*

Assists the Director with various daily duties of the office.

Management of time clock and employees' entries. County Security Manager onboarding and offboarding of employees in the state Identity Manger System.

Review and verify over-the-counter cash receipts and electronically received payments from outside the County and report cash receipts to the State. Allocate "Misc. Receipts" in the General Ledger, review cash receipt information exported by the Treasurer, and correct coding and allocation of those receipts,

as may be needed. Review the monthly cash settlement from the State and record that settlement in the General Ledger. Review and verify invoices, insuring they are properly approved, budgeted and coded and otherwise authorized for County purposes. Discrepancies and issues will be pursued and resolved with other County staff.

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Perform the day to day processing of accounts payable transactions to ensure DHS finances are maintained in an effective, up to date accurate manner.

Submit 1099 related information to the State at year end.

Process Child Care Payment information.

Enters Payroll information into the State's CFMS reporting software. Allocates Payroll information in County software, using CFMS reports.

Report expense information to the State. Periodically review the general ledger for allocated costs and/or adjustments, and report those to the State using CFMS. This includes Accounts Payable and Due To/From accounts

Prepare and process Random Moment Sample (RMS) journal reports and enter information into the County accounting software.

Prepare and Process EBT/ER Journals.

Working with the DHS Director and Attorney, assist in the development and review of contracts, agreements, grant applications. Maintain a central file of all DHS contracts and agreements.

Build and maintain a central file of DHS grants, including applications, executed grant agreements and amendments, general correspondence, financial reporting and reconciliation to the general ledger.

Insure timely reporting on all current grants, according to the terms, conditions and constraints inherent in each grant agreement. This may include preparing reports, having them reviewed and then submitting them to the grantor. Or it may include working with other staff to insure they are prepared, reviewed and submitted on time.

Prepare and supply documentation to Auditors in response to requests from the Finance Department and/or auditor. Answer questions and prepare and provide schedules, lists and summaries.

Assists the DHS Director and admin finance in preparation of the annual DHS budget, prepare projections of various revenue and expense accounts. Prepare various budget forms and schedules, and participate in budget meetings and discussions.

Assist in monitoring expenses against the budget and in collecting and organizing other financial management data. Run and review monthly budget variance reports and transaction ledgers, and will report issues to the DHS Director.

Responsible for organizing and maintaining the storage systems for a wide variety of different records, in accordance with County policy, as approved by the Office of the State Archives.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

#### **OTHER DUTIES**

Performs other related duties as assigned.

#### **MINIMUM QUALIFICATIONS REQUIRED:**

Education and Experience: The minimum education and experience shall be any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

#### **Licenses and Certifications:**

Valid state driver's license.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Modern principles, practices and theories of accounting, governmental accounting and audit processes in a County government.
- Double entry bookkeeping.
- Internal control procedures.
- Management information systems.
- Routine software and business applications, including but not limited to, word processing, spreadsheets, presentation software and databases and financial applications.
- Budget development, management and fiscal planning.
- Standard accounting and bookkeeping practices and methods including accounts payable, accounts receivable and payroll.
- Operation of standard office equipment including copiers and computers.

#### **Ability to:**

- Prepare and analyze complex financial reports.
- Create and maintain efficient and effective financial related process and procedure statements.
- Establish and maintain effective working relationships with other County employees, representatives of other agencies and administrations and members of the community.
- Communicate clearly and concisely, both verbally and in writing.

#### **TOOLS AND EQUIPMENT USED:**

The following tools and equipment will be used on a routine basis:

- Desktop Computer
- 10-Key Calculator
- Photocopier/Scanner
- Shredder
- Passenger Vehicle
- Telephone

**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 may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to have the ability to move to and from various points within the office. Ability to lift and/or carry up to 20 pounds on a regular basis. Ability to work with hands above shoulder height or arms extended at shoulder height. The employee is required to use hand to finger, handle, grasp or feel objects, tools, or controls, and reach with hands and arms.

Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus. Requires full range of peripheral vision to monitor multiple computer systems.

Requires full range of hearing to be able to communicate via the telephone, and in person. Ability to hear and conduct routine conversation.

Requires repetitive movement's standard in office-related activities such as typing, and sitting and standing, talking in person and via telephone. This position is occasionally required to stoop, kneel or crouch.

Requires sufficient hearing and speech ability to communicate verbally in response to inquiries, complaints, and to speak to individuals or groups in an informational or instructional situation.

**WORK ENVIRONMENT:**

*The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of the job.*

Work is typically performed in a quiet office. That office may or may not (potentially) be exposed to hostile or argumentative clients.

*All job descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance however, should the duties, responsibilities and requirements be interpreted as all-inclusive. Supervisors as deemed appropriate may assign additional functions and requirements. In accordance with Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which may pose undue hardships on the organization.*

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.

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Employee Signature

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Date