

PLEASE POST !!!

## **OPEN POSITION**

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS  
FOR THE FOLLOWING POSITION:

**19 ACCOUNTANT I - FISCAL**  
**\$49,850.47/yr – 40 hrs/wk**

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 7/24/2024

REMOVE: OPEN UNTIL FILLED

## MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:**  
**FLSA: Exempt**

**ACCOUNTANT I**

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform accounting duties for the Controller's or Fiscal Affairs Offices and to supervise/assist task groups and other offices and officials in the completion of County accounting tasks. This classification may also perform auditing tasks and other financial projects as assigned.

### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Performs accounting and auditing tasks; prepares and codes account numbers on invoices; enters data to accounts payable, accounts receivable and general ledger; balances ledgers and generates appropriate reports.

Analyzes trail balances and assists in the preparation of financial statements, including balance sheets, changes in financial position, statements of revenues and expenditures and source and use fund profiles.

Reviews general ledger transactions to verify proper coding; corrects and adjusts as necessary; updates account details; supports and documents all entries; prepares analyses as needed.

Designs and maintains budget, actual, and center analysis formats; develops, reviews, and maintains spreadsheets and database reports.

Prepares budget, financial and other reports for monthly, quarterly, and annual use; prepares bank reconciliations; calculates entries for year-end adjustments; ensures all reports are accurate and complete.

Performs audits of various County offices; assists external auditor with annual audit of accounting department.

Reviews work performed by staff and other officials.

Assists external auditor with annual audit.

Assists Treasurer's office with various tasks.

Performs special projects at the request of the appropriate elected officials(s) or department head.

Attends staff meetings.

## ADDITIONAL FUNCTIONS

Files and maintains reports, audits, letters, and papers.

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting or closely related; supplemented by three (3) years experience and/or training in general accounting that includes supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## PERFORMANCE APTITUDES

**Data utilization:** Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

**Human Interaction:** Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; to calculate decimals and percentages; to utilize principles of fractions; and to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems such as supervision, and coordinating. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds. Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.