

WASHINGTON COUNTY
Job Description

JOB TITLE: Assistant Comptroller

Exempt (Y/N): Yes

DEPARTMENT: Comptroller

DATE REVISED: January 2009

SUPERVISOR: Comptroller

SUMMARY:

Under the direction of the Comptroller, the incumbent is responsible in assisting the Comptroller in all accounting functions of the County, including, but not limited to performing accounts payable functions, payroll functions, receipting revenues, financial reporting and budget preparation. This position requires an individual that is accurate with numbers and is able to meet deadlines in a timely manner. The incumbent is responsible for payment of all outstanding invoices, contract and inner fund transfers. The incumbent must ensure that all invoices are properly coded, documented, approved for payment by an elected official, and that the necessary funds are available. The incumbent is also responsible with processing the countywide payroll and all associated paperwork. The incumbent must ensure accuracy of the payroll and must be able to process payroll in a timely manner. The incumbent must ensure that each situation is handled according to County policies and State and Federal Law and in a manner that maintains optimum efficiency in the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Review all invoices for accuracy, check for corresponding purchase orders, receipt of product/service, compliance of the expenditure, and General Ledger Coding for accountability and attach all corresponding documentation. Prepare detailed spreadsheets showing the distribution of expenses to various budgets on common expenses such as telephone and fuel.
2. Write up vouchers based on information from the invoice and purchase order, input data into the computer, checking for accuracy to prevent errors or potential loss of goodwill by the public, vendors, or others. Perform check calculation routine and submit reports as required.
3. Ensure prompt payment of monthly recurring expenditures.
4. Print all corresponding reports related to accounts payable.
5. Consult with vendors and County officials regarding invoices presented for payment.
6. Confirm bid items for accuracy in billing.
7. Review open purchase orders to determine status and disposition.

8. Correspond with elected officials and department heads regarding budget over-runs, account problems, or status on payments.
9. Maintain a large vendor file in the computer system to assure accuracy and to determine 1099 status. Supply credit information to new vendors to establish charge accounts.
10. Prepare all 1099 forms and distribute to vendors and IRS.
11. Assist the Purchasing Office, Human Resources Office, and County Judges's Office when necessary.
12. Process all inner fund, insurance and supply transfers.
13. Assist Payroll Administrator in preparing County wide payroll on a bi-weekly basis by verifying accuracy on payroll authorization worksheets as prepared by the individual elected officials and department heads and work with them to correct any problems.
14. Input hours to calculate gross earnings for each employee. Print pre-payroll reports and verify accuracy of input data.
15. Verify all changes to employee status, terminations, pay increases, and changes in deductions. Calculate and process the payroll for these changes accordingly.
16. Verify leave hours as reported on worksheets. Consult with the elected official or department head on all problems with regard to time records and leave eligibility status.
17. Print all reports and distribute to all parties involved. Make data available for the Treasurer's Office to download.
18. Process payroll transfers and deduction claims. Prepare tax distribution report and retirement report stating retroactive adjustments, termination dates and status of terminations.
19. Train elected officials and department heads in preparing and calculating time cards and payroll authorization worksheets.
20. Assist in preparing W-2 forms on an annual basis and assist with end-of-month reporting and reconciliations.
21. Review County policies concerning payroll and accounts payable and make sure that the departments are within compliance.

22. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among the County, the public and other agencies.
23. Assist Human Resources Office when needed in calculating merit increases, retroactive pay increases; market adjustments, attendance incentives and any other changes to the regular payroll.
24. Assist Comptroller in preparing monthly, quarterly, and annual payroll tax reports.
25. Assist Comptroller in posting monthly receipts and transfer revenues.
26. Assist Comptroller in preparing operating statements for each department and detailed reports on each account.
27. Assist Comptroller in preparing line item transfers.
28. Assist Comptroller in making/adjusting journal entries.
29. Assist Comptroller in maintaining the County wide general accounting system, general ledger, and budget in accordance with Legislative Audit requirements and Generally Accepted Accounting Principals.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISORY RESPONSIBILITIES:

The incumbent would directly supervise the two remaining employees in the Comptroller's Office, in the absence of the Comptroller. Incumbent mentors and advises the other employees. The incumbent supervises the work being done by the employees and offers direction when needed.

EDUCATION and/or EXPERIENCE:

Minimum of high school diploma or general education degree (GED); two years of college plus two years experience or five years previous experience in accounting/bookkeeping. Two years management experience required. Also, successful completion of accounting courses is necessary to perform this position's functions. Preferably government accounting.

OTHER SKILLS and ABILITIES:

The incumbent should possess knowledge of accounting principles, good verbal and written communications skills, computer skills, good ten key and typing as well as good math skills; must possess the ability to resolve accounting, accounts payable, and payroll problems independently. The incumbent should have knowledge of modern office practices, procedures, and equipment. Knowledge of computerized accounting and the ability to perform duties with speed and accuracy is also required.

PHYSICAL DEMANDS:

The physical demands described here 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 must frequently sit, use hands to finger, handle or feel objects/controls, and to talk or hear. The incumbent must occasionally reach with hand and arms and climb or balance. Specific vision abilities required by this job include close vision. The employee is occasionally required to lift up to 10 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.