



Tazewell County Job Description

Job Title: Accounting Analyst
Department: County Administration
Reports to: Assistant County Administrator/ Finance Director
FLSA Status: Exempt
Grade: 16
Prepared Date: February 12, 2025

SUMMARY: Under the direction of the Assistant County Administrator/ Finance Director, the Accounting Analyst performs work of considerable difficulty in the planning and operations of the Finance Department including the areas of audit, budget, purchasing, accounts payable, and fixed assets; provides complex administrative support to the Assistant County Administrator/Finance Director and Budget Director and performs related work as required; performs technical and administrative tasks in the processing and maintenance of financial and budget-related data; assists in the preparation of the annual budget, schedule of federal awards, and external audit; assists with forecasting and analysis of revenue and expenditure trends and monitors them against adopted budget amounts; directs and supports departments in compliance with County, State and Federal budgetary and financial policies and regulations; assists with special projects and other activities as assigned.

JOB RELATIONSHIP: Under the direct supervision and direction of the Assistant County Administrator/ Finance Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned to meet business needs.

- Assists with the day-to-day operations of the Finance Department.
- Provides direction and advice in the resolution of financial questions with department heads, elected officials and county board members.
- Assists with the preparation of materials for the County Board and committee board agendas and attending meetings.
- Assists with the external audit including preparation of work papers, performing analysis, and preparing journal entries. Assists throughout the preparation of the Annual Comprehensive Financial Report (ACFR) in accordance with Generally Accepted Accounting Principles (GAAP), including working to provide the external auditors with the necessary reports and information, coordinating with other departments, preparing necessary work papers and assisting with the Management's Discussion and Analysis section.
- Prepares documents related to the bidding process.

- Provides guidance to the Accounts Payable Manager. Interacts with management throughout the organization at all levels.
- Maintains confidentiality due to the sensitive and confidential issues handled by the position.
- Assists with the annual budget preparation process; maintains a thorough understanding of the budget preparation process.
- Assists with the procurement process, including explaining purchasing policy requirements, preparing bid documents, tracking questions, sending out addenda, and preparing results.
- Assists with tracking grants, compiling documentation and reporting in accordance with OMB Circular A-133.
- Conducts research and financial analysis; makes recommendations to the Finance Director and Budget Director on financial matters.
- Serves as a resource to County personnel on the financial system and budget related topics by attending user group meetings, developing policy and procedures, and learning the financial system.
- Conducts detailed general ledger account and fund analysis and reconciliation and prepares journal entries to correct any inaccuracies found.
- Demonstrates ability to think and act independently and collaboratively.
- Completes projects and other duties as assigned or required.

QUALIFICATIONS: 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.

EDUCATION and /or EXPERIENCE:

- Bachelor's degree from an accredited college or university required in Accounting or Finance.
- 2 years' experience in accounting with knowledge and understanding of Generally Accepted Accounting Principles (GAAP) preferred.
- Experience in government finance is preferred.

TECHNICAL SKILLS: Experience with Microsoft Office applications, personal computers, keyboarding, spreadsheets, word processing, adding machine, printers, multi-line phone system, fax machines, digital copier, and other office equipment. Experience using complex financial accounting and budgeting software a plus.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, divide, and determine percentages, ratios, order of operations, exponents, general algebra concepts.

CERTIFICATES, LICENSES, REGISTRATIONS: Advanced certification, such as Certified Public Accounting (CPA) is a plus.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed written or oral instructions and communicate work assignments thoroughly to office staff. Apply induction to situations.

LANGUAGE SKILLS: Ability to read, analyze, evaluate and interpret documents such as financial reports, policies, contracts, collective bargaining unit agreements, insurance and risk documents. Ability to write routine reports and correspondence and have the ability to speak effectively before department heads, committee members and employees.

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. While performing the duties of this job, the employee is frequently required to sit 90% of the time; stand 5% of the time; walk 5% of the time; and talk; or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop; kneel; or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distant vision and depth perception.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normally quiet office working conditions.

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.