

Morgan County Commission
Governmental Accountant I
Commission Office

ESSENTIAL FUNCTIONS: Posts and reconciles various journals and ledgers, including accounts payable cash disbursements journal; Reviews bank deposits and cash disbursements against the cash account analysis; Makes all necessary special entries and closes books at month-end and year-end; Reconciles balance sheet accounts on a monthly basis; Responsible for complex calculations and documentation regarding high level accounting transactions in accordance with legislation or GASB pronouncements; Reconciles balance sheet accounts on a monthly basis; Prepares routine journal entries; Prepares bank reconciliations; Resolves discrepancies within transaction data; prepares periodic financial statements and analyses; Maintains and reviews expenditure and budgetary control accounts, ledgers, journals, and other records; prepares reports of limited complexity relating to accounting and auditing assignments; Maintains fixed asset records; responsible for assigning asset numbers, account codes, classes, subclasses and descriptions; Records asset activations, disposals, transfers and donations; Records annual depreciation; Coordinates annual fixed asset inventory with Elected Officials and Department Directors; Uses knowledge of Munis accounting software, MS Office and other software programs to operate a computer in an effective and efficient manner; Establishes proper coding in Munis; Reviews/monitors information pertaining to expenditures, open purchase orders, and available funds to ensure sufficient resources to meet expenditures; Assists in annual budget preparation; provides financial information and assistance as needed; Maintains various subsidiary ledgers; Prepares necessary worksheets, documents, etc. for compliance with required financial reporting; Process documentation related to Accounts Payable activities; reviews for accuracy and completeness; Works closely with Examiners of Public Accounts to provide necessary information for audit. Performs other related duties as required.

MINIMUM REQUIRMENTS: Bachelor's degree in accounting or related discipline; five to seven years of experience in accounting, fixed asset accounting, budget preparation, financial statement preparation and general office work. Working knowledge of governmental accounting. Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job may be accepted.

Grade E02 (\$29.45/hour)
Full Time W/Benefits

Note: The Morgan County Commission healthcare plan requires a spousal carve-out. This plan provision excludes or restricts spouses from being eligible for the County's group health plan when they are eligible for or enrolled in their own employer's health plan.

Download application and instructions at:
<https://morgancounty-al.gov/departments-services/human-resources/>
or apply at the Morgan County Commission Office located on the 5th floor of the
Morgan County Courthouse, 302 Lee St NE, Decatur, Alabama

Applications accepted until filled.

EEO

F/M/V/D