

NOTICE

There is a job vacancy with the **BAY COUNTY FINANCE DEPARTMENT**.

JOB TITLE: **STAFF ACCOUNTANT (PART-TIME)**

RATE OF PAY: **\$20.61 per hour, entry progressing to
\$23.68 per hour after 3 years (BT06)**

This is a part-time position with prorated benefits as provided for within the BCAMPS labor agreement, although union membership is voluntary.

GENERAL SUMMARY: As a professional accountant, will be responsible to perform general accounting, grant functions and special projects as directed. Will prepare reports to federal, state and local governmental agencies as required and not otherwise assigned. Assists with the financial reporting requirements of grants and assists with the preparation of the annual county financial and single audits. Time constraints are often significant and the ability to produce accurate results in a timely manner is vital. Ability to relate well with peers, other departments, and the public is an essential element of the job. A commitment to continuous improvement, waste elimination, and customer service are absolutely essential. Reports to the Finance Officer/Assistant Finance Officer.

ESSENTIAL FUNCTIONS:

1. Perform general accounting functions.
2. Maintains and reconciles general ledgers.
3. Performs special project cost benefit analysis of county departments.
4. Prepare financial reports as required to federal, state and local agencies.
5. Analyze financial data, prepare reports and make recommendations.
6. Prepare financial reports for receipt of grant revenue.
7. Assist in the closeout of revenues and expenditures for grant activities on a fiscal year and calendar year basis, for "grant year-end" and "fiscal year-end" closings.
8. During the year-end closing process, assists in the preparation of the Schedule of Federal Financial Assistance in accordance with standards set forth in 2 CFR 200 Uniform Guidance.
9. Assist in the Preparation of financial statements.
10. Responsible for retaining records per grant requirement.
11. Assists in the budget process with the Assistant Finance Officer and departments as needed.
12. Consistent and punctual attendance is an essential function of this position.
13. All other duties assigned by supervisor.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS: Bachelor's degree with accounting major preferred, but three years equivalent experience of work involving Governmental Generally Accepted Accounting Principles (GAAP) will be considered. Knowledge and proficiency in the use of Tyler Technologies Inc. Munis financial software is preferred, but not required. Basic PC and word processing proficiency and advanced spreadsheet application proficiency, with graphics capability. Applicants may be required to take written and/or other examinations.

PHYSICAL: This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 10 pounds of force up to one third of the time. Valid Michigan driver's license required.

APPLICATION PROCEDURE: Make application online at www.baycounty-mi.gov or in person/via US Mail to the Bay County Personnel Department, 515 Center Avenue, Suite 301, Bay City, MI 48708, no later than **4:00 p.m. Wednesday, March 14, 2018.**

AN EQUAL OPPORTUNITY EMPLOYER

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."