

**CLARION COUNTY
CENTRAL ACCOUNTING DEPUTY DIRECTOR
JOB POSTING**

POSITION: Central Accounting Deputy Director
Full-Time, 80 hours per pay

DEPARTMENT: Central Accounting, Clarion, PA

PAY GRADE: \$15.00-\$19.30/hr.

BENEFITS: Up to family coverage for health, dental, and vision insurance effective first of the month after date of hire (employee pays 12.5% of premium, county pays 87.5%). \$1,500 stipend if you do not need the county insurance. Life insurance coverage at no cost to employees. 5 Vacation days first year, 10 vacation days starting second year, 3 personal days per year, 10 sick days per year, 13 paid holidays off. Enrollment in Clarion County's Pension plan (vested after 5 years, eligible to retire at 55 with 20 years of service).

POSTING DATE: Friday, April 29, 2022

DEADLINE TO APPLY: Friday, May 13, 2022 at 4:00 PM.

QUALIFICATIONS: Bachelor's degree with an accounting major or associate degree from an accredited college or university supplemented by fifteen credits in accounting. Two years of prior budgeting and financial statement reporting, and analysis required. Working knowledge of Microsoft Excel, Outlook, and Word; or any acceptable combination of experience/training.

HOW TO APPLY

A County application and copy of your transcripts are required to be considered for the advertised vacancy.

Applications are available at:

www.co.clarion.pa.us/how_do_i/apply_for/employment_opportunities/index.php

OVERALL PURPOSE OF JOB

To provide accounting services relative to the financial reporting for County to include monthly reconciliations and analysis to support financial statements.

ESSENTIAL FUNCTIONS OF JOB

1. Provides financial management for agency or departments as assigned.
2. Accurately and efficiently accounts for the system's fixed asset ledgers to include preparing an annual inventory of all capital assets.
3. Within the ACCUFUND system purchase order module, reviews approved requisitions for coding accuracy, converts to a purchase order, and reconciles outstanding purchase orders to the general ledger encumbrances.
4. Reconciles the open accounts payable to the general ledger account.
5. Handles the reporting and analyzing of all non-human services grants.
6. Assists in the preparation of the County's annual operating and capital budget as required.
7. Researches and responds independently to general inquiries from department

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- managers regarding accounting and budget questions.
8. Assists with input, financial analysis, special projects, and surveys as required.
 9. Greets and assists general public by taking or providing information, receiving payments or directing them to proper locations.
 10. Assists in collecting or receiving monies due department and maintaining accurate related records of such collections.
 11. Prepares journal entries as directed to ensure accurate financial reporting.
 12. Batches vendor invoices, as necessary.

OTHER DUTIES OF JOB

1. Attends meetings, staffing, training, and seminars as required.
2. Provides direction to fiscal technician staff.
3. Assists staff with clerical duties in absence of other clerical staff members, or as needed.
4. Delivers mails to Courthouse or other County offices; occasionally performs errands as needed to carry out essential job duties.
5. Performs other job-related duties as required, including but not limited to title searches on an as needed basis.

SUPERVISION RECEIVED

Receives occasional instruction and little supervision from Supervisor regarding daily work duties.

SUPERVISION GIVEN

None

WORKING CONDITIONS

1. Works indoors in limited workspace with adequate lighting and ventilation, but with fluctuations in temperatures.
2. Works with average indoor exposure to noise, disruptions, and stress.
3. Normal indoor exposure to dust/dirt.

PHYSICAL AND MENTAL CONDITIONS

1. Must possess ability to record, convey and present information, explain procedures, and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, and reaching necessary to carry out job duties.
3. Dexterity requirements range from coordinated movements of fingers/hands to simple movements of feet/legs; torso necessary to carry out job duties.
4. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten pounds.
5. Must be able to pay close attention to details and concentrate on work.
6. Must be able to cope with the physical and mental stresses of the position.
7. Must be able to move frequently throughout the workday as needed to carry out

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essential job duties.

QUALIFICATIONS

A. EDUCATION/TRAINING

Bachelor's degree with an accounting major or associate degree from an accredited college or university supplemented by fifteen credits in accounting.

B. WORK EXPERIENCE

Two years of prior budgeting and financial statement reporting, and analysis required. Working knowledge of Microsoft Excel, Outlook, and Word; or any acceptable combination of experience/training.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language in an understandable manner to carry out essential function of job.
2. Must possess effective communication skills.
3. Must possess initiative and problem-solving skills.
4. Must possess the ability to function independently, have flexibility and the ability to work effectively with co-workers and staff.
5. Must possess the ability to maintain confidentiality regarding County and Agency fiscal information and records.
6. Must possess the technical knowledge of operating personal computers and computerized accounting systems and software.
7. Must possess the knowledge of and the ability to practice generally accepted accounting procedures and principles.
8. Must possess the ability to provide sound direction and advice to others regarding financial practices, procedures, and operations.
9. Must possess the ability to analyze financial information and make appropriate recommendations regarding capital projects, expenditures, and other financial matters.
10. Must possess knowledge of current laws and regulations regarding accounting and expenditures they relate to Agency or department.
11. Must possess the ability to prepare accounting and financial statements and reports accurately and within required time frame.
12. Must possess ability to learn county and legal rules, procedures, and practices as necessary within department.
13. Must possess ability to be able to handle a variety of clerical duties and switch from one to another throughout the workday.

HOW TO APPLY

A County application and transcripts are required to be considered for the advertised vacancy. Applications are only accepted for positions in which we are *actively* recruiting. Applications received for positions not being advertised or general/blanket applications will be discarded.

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Applications are available:

- Online by visiting:
www.co.clarion.pa.us/how_do_i/apply_for/employment_opportunities/index.php
- In-Person by visiting the Clarion County Human Resource Office on the 2nd floor of the Administration Building located at 330 Main Street, Clarion, PA 16214
- By fax or e-mail. You must contact the Clarion County Human Resource Office by calling 814-226-4000 EXT 2909 to share your e-mail or fax number.

DEADLINE TO APPLY: Friday, May 13, 2022 at 4:00 PM.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER
CLARION COUNTY IS A DRUG FREE WORKPLACE

APPLICANTS WHO REQUIRE SPECIAL ACCOMMODATIONS DUE TO A DISABILITY SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT AT 814-226-4000 EXT 2909 FOR ASSISTANCE.