



STAFF ACCOUNTANT II

Position Overview

Professional level accountant requiring knowledge of governmental/fund accounting including auditing and budgeting principles. This position is an integral part of the Auditor's Office financial reporting and operations team and is responsible for general and specialized accounting activities supporting the County's financial accounting system.

Job Duties

- Assists in day-to-day accounting operations.
- Prepares journal entries, monitors expenditures and revenues, and assists County departments with error correction and troubleshooting.
- Prepares and certifies various monthly, quarterly, and year-end financial reports.
- Assist in the preparation of the County's Annual Comprehensive Financial Report.
- Provides technical training and assistance to other accounting staff and county departments.
- Reconciles and maintains general ledger accounts and ensure all transactions posted are ORC compliant.
- Assists in developing and maintaining functional efficiencies in the accounting department and evaluating and implementing new business processes and procedures.
- Respond to inquiries regarding accounting and financial reporting transactions and function as a liaison with other County departments, elected officials, and citizens.
- Interprets and uses professional judgement to ensure compliance with Federal, State, and local policies, procedures, and laws.

Qualifications/requirements

- Bachelor's Degree in Accounting (Master's in Accounting preferred).
- 3 years' experience in governmental/fund accounting.
- Effective analytical skills and ability to interpret and apply generally accepted governmental accounting principles.
- Skills in database analytics, ability to troubleshoot, and draw valid conclusions.
- Strong knowledge of Microsoft Office including advanced proficiency in Microsoft Excel.
- High level ability to perform varied technical accounting work and procedures in an organized and accurate manner.

Salary \$70,000 - \$95,000 (depending on qualifications)

Email Cover Letter and Resume to loyb@mcoho.org to apply. Position open until filled.

Montgomery County is an Equal Opportunity Employer