



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: STAFF ACCOUNTANT / FINANCIAL ANALYST DATE OPENED: OCTOBER 26, 2018

DEPARTMENT: HEALTH DEPARTMENT CLOSING DATE: NOVEMBER 12, 2018

If you have any questions about this position vacancy, call: (406) 751 - 8109.

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: Non Union

FULL TIME

REGULAR  
(YEAR ROUND POSITION)

IF APPLICABLE:

TRAINING WAGE: \$ \_\_\_\_\_ per \_\_\_\_\_

PART TIME

SEASONAL

STARTING WAGE: \$ 24.98 per Hour

SALARY AT:

1 YEAR STEP: \$ 25.98 per Hour

2 YEAR STEP: \$ 27.02 per Hour

3 YEAR STEP: \$ 27.56 per Hour

TEMPORARY

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

**PLEASE SEE THE ATTACHED JOB DESCRIPTION.**

**APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:**

**[https://flathead.mt.gov/human\\_resources/apply/](https://flathead.mt.gov/human_resources/apply/)**

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

**STAFF ACCOUNTANT/FINANCIAL ANALYST – HEALTH DEPARTMENT**

NATURE OF WORK:

Positions in this class assist in the planning and preparation of the budget, audit, and Annual Financial Report and/or day to day operations of the Health Department under the Health Officer. This position is responsible for maintenance of financial and accounting records in a centralized, computerized budgeting and accounting system. This position requires the ability to work independently on a daily basis.

The tasks performed include preparing required reports for external audit. Compiling data and performing detailed analysis on revenue and expenditure comparison variance for external auditors. Prepare the Health Department's Annual Budget document for Flathead County in accordance with GFOA standards and implement requested changes to receive GFOA Distinguished Budget Award. Coordinating and prioritizing the day to day fiscal operations of the Health Department as well as providing guidance/solutions to Health Department leadership on complex issues. They formulate and communicate goals, policies and financial information to staff throughout the Health Department system.

Work is performed under the direct supervision of the Health Officer although it is expected this person will work independently on routine matters. Work is subject to review upon completion by the Health Officer or by others participating in the verification of the accuracy of records. Work is also subject to review by independent audits and internal accounting procedures.

Employees in this classification act on matters that impact the operation of the Health Department and have responsibility to establish and maintain effective working relationships with all levels of staff, public officials, auditors, and the general public.

Work is performed in an office environment.

REPRESENTATIVE EXAMPLES OF WORK

1. Prepare correcting journal entries; prepare monthly and daily reports for health department programs
2. Answer audit/finance related questions required in state/federal audits for individual grant programs
3. Prepare required schedules/reports and compiled data and analysis for external audit; provide additional documentation/explanation during on-site visit
  - a. Provide revenue and expenditure comparison and perform detailed analysis on variance
  - b. Prepare Transfers In/Out
  - c. Prepare due to/from other funds
  - d. Prepare prior period adjustments
  - e. Prepare list of accounts payable
4. Calculate payroll accrual at fiscal year end

5. Calculate payable and receivable accrual at fiscal year end
6. Compute year end budget amendment for over spent funds
7. Manage Capital Investment Program Plan document; prepare amendments
8. Advise division management and financial administrators/support in technical accounting procedures which involve independent judgment.
9. Assist in carrying out functional and operational responsibilities of department in accordance with sound accounting and financial management principles
10. Create, actively implement, and update the Annual Budget document for the Health Department, including goals, strategies, tasks and performance measures in accordance with GFOA Distinguished Budget Award guidelines; implement recommended changes identified by review board
11. Provide technical advice and strategic counsel to the Finance Director on financial affairs
12. Monitor and evaluate budget projections, anticipated problems and provide advice on budgetary opportunities to the Health Officer
13. Prepare departmental budget requests including budget amendments, inter-departmental/fund transfers, and general fund loans to Finance Director/County Administrator
14. Coordinate and participate in the classification and distribution of income and expenditures to the proper accounts and analyze financial summaries and reports in comparison of budget to actual figures
15. Organize, coordinate, prioritize and implement day to day financial activities in the Health Department
16. Provide open lines of communication with department programs to ensure that financial plans are following Approved Operating Budget/Capital Improvement Plan; suggest amendments where necessary and advise in preparing and presenting appropriate amendments to Health Officer
17. Ensure claims are paid in accordance with County, State, Federal laws and Generally Accepted Accounting Principles
18. Correct account coding on claims/journal entries
19. Set up fund, activity, and object codes for newly acquired grants/additional funding resources
20. Ensure accuracy of financial documents are in accordance with the County, State, Federal laws and Generally Accepted Accounting Principles
21. Prepare claims and provide financial information for EECBG funds on a quarterly basis for federal reporting purposes
22. Provide oversight with the use of Electronic Health Records.

**SELECTION FACTORS:** (These factors will be the basis for selecting the most qualified applicants to be interviewed. Applicants selected for employment must satisfactorily demonstrate possession of these factors during and after a prescribed probationary period for continued employment)

**Knowledge of:**

- Cost accounting principles and practices to properly determine and allocate costs
- Accounting and financial planning and financial management principles and practices

**Skilled in:**

- 10-key calculators and computers to calculate totals and reconcile accounts.
- Analyzing timesheets, claims, various payroll reports, expenditure and revenue comparisons (budget vs actual).
- Proficient in the use of Excel, Word, PowerPoint.

**Ability to:**

- Apply the methods and techniques of governmental accounting
- Analyze financial data and interpret results for management reports
- Communicate technical and philosophical concepts to lay persons, develop strong working relationships with diverse groups
- Prepare accurate reliable reports containing findings, audit and financial reports
- Ability to resolve complex problems which require the evaluation of alternative methods or solutions
- Use logical and creative thought process to develop solutions according to written specifications and/or oral instructions
- Maintain confidentiality at all times
- Establish and maintain effective working relationships with supervisor, co-workers and other county employees
- Read, comprehend and apply County accounting practices and procedures to various situations

GENERAL RECRUITING INDICATORS: (Persons applying for a position in this class should have the following experience and/or training)

Bachelor's degree in Accounting or business degree with emphasis in Accounting and minimum one year of accounting experience or 5 years directly related governmental accounting experience or any equivalent combination of experience and training which indicates possession of the knowledge, skills, and abilities listed.

<u>ACTION</u>	<u>DATE</u>	<u>REFERENCE</u>
Adopted	11/19/2009	Commissioners' Minutes
Revised	3/26/2012	Commissioners' Minutes
Revised	5/22/2012	Commissioners' Minutes
Revised	6/19/2017	Position Grade Changes Effective 7/1/2017 (FY18)