

Accountant

Rio Grande County, Department of Social Services.

General Summary of Duties:

Responsible for Rio Grande and Mineral Counties Department's wide functions of financial management, budget, fiscal control, bookkeeping, internal audits; directs fiscal data processing activities and programs. The programs involved are Single-Entry Point, TANF, Child Care, Child Welfare, and Child Support.

Essential Duties and Responsibilities include, but are not limited to:

*Plans, organizes, implements, directs, and supervises the accounting and computer operations involved in the financial function of Accounting; serves as the chief financial officer for Rio Grande and Mineral Counties to the agency; participates in formulating financial policies and procedures for the Department.

*Supervises maintenance of general and subsidiary ledgers; prepares all financial reports for the agency, including financial reports to Colorado Department of Human Services and the County Board of Commissioners, including expenditures, requests for funds from the state, voucher listing and warrant cancellations, periodic and year-end fiscal financial statements.

*Attends meetings with Director and other departmental supervisors concerning fiscal, expenditure and budget issues; meets with and assists auditors; participates in monthly State Financial Officers Group meetings.

*Supervises reconciliation of cash balances and expenditures with County Treasurer's Office; prepares analyses and allocation of approved budgets for Rio Grande and Mineral Counties to various agency operational and program accounts; tracks to ensure expenditures are within budget allocations. The budget must comply with the guidelines set forth from the state of Colorado. Be willing to expend the necessary time to complete these in Rio Grande and Mineral Counties.

*Computes revenues due from State; receipts and monitors revenues to ensure proper reimbursement is received.

*Prepares budget and justifications; prepares budget resolutions and explanations.

*Conceptualizes and implements the structure and flow of information and data to meet the needs of department management.

*Provides assistance to staff; monitors expenditures for accurate coding; establishes procedures and work flow within the accounting office, evaluates operations to assure conformation to federal, state and agency rules, regulations and procedures.

*Develops and operates computer programs including word processing, spreadsheets, accounting and file maintenance to facilitate accounting office operations, develops personnel automated programs to track actions and status.

*Maintains relationships with County and State offices and others; coordinates relationships with collateral agencies in the administration of special programs.

*Performs all other duties as assigned by Director.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor's Degree (B.A.) from four-year college or university; one to two years related experience and/or training; or equivalent combination of education and experience.

Minimum Salary:

\$18.84 - \$19.60 hr. depending on experience

Application Deadline:

Monday, April 5, 2010 @ 4:00pm

[Click here for an application and submit applications and resumes to:](#)

Human Resources
925 6th Street, Room 200
Del Norte, CO 81132
(719) 657-4217

Applications also available online at (riograndecounty.org)