

BEAVER COUNTY CHILDREN AND YOUTH SERVICES

TITLE: ACCOUNTANT 2
DEPARTMENT: CHILDREN AND YOUTH SERVICES
POSITION: L0312

PURPOSE OF THE POSITION:

This is professional accounting work in the classification, analysis, and reporting of financial data.

An employee in this class analyzes difficult financial transactions and prepares documented financial statements and reports to control and account for funds, and to analyze and project financial data. Work involves applying prescribed professional accounting principles and techniques to the treatment of transactions and other accounting operations. Employees perform a wide variety of professional accounting work, but some assignments require an emphasis on a specific accounting specialty. Work is performed within established policies and procedures. This role is supervised by the Fiscal Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

THE FOLLOWING DUTIES AS OUTLINED BY SERVICE AREAS ARE NORMAL FOR THIS POSITION. THESE ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

- **Special Grants:** Complete the required Special Grant expenditure report provided by the State and submit an invoice with service counts. Special Grants can include: Evidence-Based, Promising Practice, Housing, SHIFT, POSC, IL, IT, and Preventive Services IV-E under Families First.
- Verify and compile expenditures from the general ledger to prepare various complex invoices and reports.
- Direct the fiscal staff on work processes being performed while following internal controls.
- Maintain databases of expenses and verify the accuracy of other relevant fiscal databases within the agency.
- Compute transfer reports of expenditures and revenues between the agency and the county.
- Assists in the budget process by gathering expenses and statistics of child counts, service counts and expenditures for service trends. Assist in projecting costs for purchased services and staff salary and benefits.
- Assists independent auditors and the Auditor General's Office in areas of responsibility. Help auditors locate agency contracts, invoices, source documents, State bulletins, and regulations. Explain the agency's accounting practice and controls.
- Provides the County's Controller's Office with an annual GASB report to show all Federal and State revenue received and expenses incurred.
- Monitor budget expenses and revenue accounts.
- Attends trainings and conferences as required in areas of responsibility

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of commonly accepted accounting principles and procedures. Some knowledge of the principles and practices of cost accounting.
- Some knowledge of the practices and procedures of office management.
- Ability to assemble, analyze, and prepare reports and statements of financial data. Ability

to analyze and interpret accounting records.

- Ability to apply and adapt established accounting methods to a variety of accounting transactions and situations.
- Ability to train and supervise a small non-professional staff.

SUPERVISORY DUTIES:

Supervision of 1 IT Tech.

MINIMUM EXPERIENCE & TRAINING:

One year as an Accountant I;

or

Two years of professional accounting experience, and graduation from a four year college or university, including or supplemented by 15 credits in accounting.

*Four years of bookkeeping experience and 18 college credits in accounting may be substituted for college graduation.