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**JOB DESCRIPTION: STAFF ACCOUNTANT**

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**Primary Responsibility:** Under general supervision of the Finance Director, the Staff Accountant performs a variety of detailed accounting duties in accordance with standard accounting procedures, under federal/state/local deadlines, and with work subject to audit and verification. The duties listed below are representative of this position, but do not necessarily include all the responsibilities and duties that an individual in this position may be called upon to perform.

**Supervised by:** Finance Director

**Supervises:** N/A

**FLSA status:** Non-Exempt

**Main Job Duties:**

**Accounts Payable/Budget/Payroll (30%):**

- Regular bi-weekly and special in-house payroll processing backup, including garnishments
- Prepare Annual Salary Accrual entry
- W-2 preparation and submission
- Wells Fargo fraud upload backup
- Interact with vendors, county employees and elected officials for information and problem resolution regarding vendor accounts by answering questions relating to finance procedures and services.
- Budget and Supplemental preparation assistance, including donation tracking and benefits
- Prepare Mill Levy Annual Certification
- Random (unannounced) internal audits backup
- Advise county departments of proper accounting procedures, coding and budget status when requested.
- General Ledger account reconciliations, prepare and enter journal entries including annual fuel and gift card inventories, gift card donations to outside organizations, and Parks & Recreation gift certificates

**Grant Administration/Cost Allocation Plan (25%):**

- Provide financial information for grant applications and requests for reimbursements
- DOLA gaming impact grant portal administrator – upload required documents
- Grant tracking for finance statements and budget
- Assist with development and documentation of grant policies and procedures.
- DUNS and CCR and SAM administration
- Cost Allocation Plan preparation
- IGA and special fee calculations

**Purchasing/ Procurement (20%):**

- Educate and answer questions about current policies
- Administer centralized purchases, including office supplies, and calculate related year-end inventory entries
- Assist with development and documentation of procurement and purchasing policies and procedures
- Administrator for county charge and/or purchasing cards
- Oversee Sales Tax Reporting

**Capital Assets/Leases (15%):**

- Administer county-wide capital asset and leases, related journal entries, budget requirements, and financial reporting requirements
- Assist with development and documentation of lease policies and procedures

**Additional Job Duties (10%):**

- Assist auditors as necessary
- Fill in for the Finance Director in his/her absence.
- Performs other appropriate office functions as assigned by the Finance Director and any duties needed to stabilize an emergency situation.

**Qualifications:**

- Bachelor's degree in Accounting, or closely related field or any equivalent combination of education and experience that would provide the required knowledge and skills to perform the job.
- Knowledge of principles and procedures of generally accepted accounting principles (GAAP), procedures and techniques.
- Knowledge of Uniform Grant Requirements and Governmental Accounting Standards.
- Computer knowledge: Microsoft Office, specifically Excel and accounting software applications. Proficient use of PC's, printers, 10-key calculators, copiers and other office equipment.
- Attention to detail, neatness and accuracy.
- Ability to:
  - (a) Accurately and effectively transmit and receive information that is necessary to the accomplishment of goals and objectives, including effective written and oral communications in English; and the ability to listen.
  - (b) Maintain courteous and effective working contact with the public, government officials and other county employees and departments in spite of fluctuating priorities and/or difficult customers.
  - (c) Work efficiently and effectively as a team member within the Finance and Human Resources Departments.
  - (d) Exercise independent judgment, organize work, set priorities, meet critical deadlines and follow up on assignments with minimum direction to accomplish tasks having significant monetary consequences if deadlines are unmet.
  - (e) Apply logical thinking to solve problems or accomplish tasks, to understand, interpret and communicate complicated policies, procedures and protocols.
  - (f) Be flexible in a constantly fluctuating work environment.
  - (g) Must pass background check, including criminal.

**Certifications:**

- Must possess FEMA ICS 100 and 700 certifications within six (6) months of employment.

**Mental/Physical Requirements:**

- Work is performed in a typical indoor office setting.
- Work is mostly sedentary with periods of mobility and light physical activity.
- Able to perform, without additional assistance, all physical movements necessary for accounting.

**Experience:**

- At least two years of related professional level accounting experience.
- Previous experience in local government and payroll preferred.

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I, \_\_\_\_\_ have read the above job description for the **Gilpin County Staff Accountant**. To the best of my knowledge I am able to perform all duties of the job as described.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date