



County of Berks POSITION DESCRIPTION FORM

Position Title:	Senior Governmental Accountant		
Department:	Controller	Reports To: (Title)	Deputy Controller
Effective Date:	January 2014	Revision Dates:	August 27, 2019 August 13, 2020
Wage Category:	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt	
EEO-1 Category:	Professional	Union Classification:	N/A

POSITION SUMMARY:

The Senior Governmental Accountant determines and implements the accounting necessary to properly present the financial condition of the County. Makes complex and technical decisions for the County of Berks by classifying, analyzing, and reporting financial data using generally accepted accounting principles, which include the pronouncements of the Governmental Accounting Standards Board (GASB), the Financial Accounting Standards Board (FASB), and HIPAA (Health Insurance Portability Access Act). May work with confidential and HIPAA restricted information.

POSITION RESPONSIBILITIES:

Essential Functions

1. Maintains accurate, complex and technical accounting records, and prepares the County's financial statements. One or more occupants of position may supervise the preparation of tax returns, Forms 1099, 941, and W3, and other related tax reporting.
2. Develops and prepares the Department of Community and Economic Development (DCED) report, other related reports.
3. Develops and prepares the financial reporting schedules for the independent auditors, and for the Comprehensive Annual Financial Report for the County.
4. Ensures that HIPAA reporting requirements are met and that appropriate security measures are in place for HIPAA sensitive information.
5. Provides guidance and training to other accountants within the Office of the Controller and provides the necessary technical expertise and training to the fiscal personnel in other departments to ensure the accuracy of financial reports issued by the County.
6. Reviews fixed asset schedules and ensures that the appropriate costs are included in the value of assets reported. He/she determines that appropriate useful lives

- have been assigned to the assets, and that appropriate entries are made to record depreciation and original cost in the general ledger.
7. Exercises independent professional judgment for all the above, and in resolving problems that arise within his/her assigned work areas. Monitors on-going compliance with generally accepted accounting principles and pronouncements. Develops and implements procedures to ensure compliance with both GASB and FASB policies and principles.
 8. One or more occupants of position will provide on-going accounting services to the Retirement Fund and the Retirement Fund Board, ensuring that complex financial transactions are properly handled, and that the Board is fully informed of the financial condition of the Fund.
 9. One or more occupants of position will provide on-going reviews of the records on all bond issues to ensure that the financial records of the county are properly stated. Ensures that all proceeds are properly accounted for and that all necessary documentation is in place.
 10. Perform monthly review analysis and journal entries of a multitude of the County of Berks bank accounts representative of the various County of Berks departments.
 11. Perform training to COB departments needing access to current financial systems and training aids

Non-Essential Functions

None.

MINIMUM EDUCATION AND EXPERIENCE:

1. Bachelor's degree in Accounting.
2. Certification as a Certified Government Finance Manager (CGFM), a Certified Public Finance Officer (CPFO), or as a CPA with prior governmental accounting experience.
3. Four (4) years of accounting experience in either a public or in a corporate setting, fluent with generally accepted accounting principles as they apply to governments.
4. Applicable experience may be substituted for any requirement at the discretion of the Controller.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. Working knowledge of generally accepted accounting principles.
2. Working knowledge of the technical requirements of accounting standards as prescribed by the Governmental Accounting Standards Board and the Financial Accounting Standards Board.
3. Ability to analyze and objectively evaluate complex financial related activities.
4. Working knowledge of current tax reporting requirements, and the principles of good internal controls.
5. Ability to objectively analyze operational situations in various work environments and develop and make recommendations for improvements to processes.
6. Excellent personal computer skills in Excel, Word, Access, and Power point.
7. Must have excellent oral and written communication skills.
8. Ability to collaborate on projects and teams or committees.

9. Ability to persuade fiscal officers and management to improve and maintain effective internal controls.
10. Knowledge of the HIPAA privacy requirements as they relate to the documents
11. Thorough knowledge of FASB and/or GASB pronouncements.
12. Ability to handle stress.
13. Physical presence in the office is required.

PHYSICAL DEMANDS:

May occasionally be required to lift and move heavy files and boxes of stored records of approximately 20 lbs.

WORKING ENVIRONMENT:

Normal office environment.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.