

NOTICE

There is a job vacancy with the **BAY COUNTY DRAIN COMMISSIONER'S OFFICE.**

JOB TITLE: **STAFF/GRANT ACCOUNTANT**

RATE OF PAY: **\$44,657.60 per year entry, progressing to
\$51,854.40 per year after 3 years (PB07)**

In accordance with the Agreement between the County and the Bay County Association of Managers, Professionals and Supervisors, qualified county employee applicants may first be considered.

GENERAL SUMMARY:

As a professional accountant, will be responsible to perform general accounting and grant functions. Oversees financial reporting requirements of grants. Will be responsible for cash management. Assists with preparation of annual county financial audits. Monitors and makes recommendations for drain fund investments.

TYPICAL DUTIES:

1. Performs general accounting functions.
2. Maintains and reconciles general ledgers.
3. Prepares financial reports as required to federal, state and local agencies.
4. Performs bank account reconciliations.
5. Prepares and maintains various spreadsheets.
6. Maintains a daily cash sheet for each bank account/cash account per fund.
7. Works with, and has knowledge of, budgets and cash needs of various drain operating funds.
8. Maintains files and prepares vouchers on construction and debt projects.
9. Identifies and advises as to the amount of available funds and length of investment for maximum return.
10. Reviews and analyzes accounts payable and accounts receivable monthly.
11. Prepares payroll worksheets.
12. Performs physical inventories on drain assets.
13. Monitors and analyzes cash bank accounts to determine availability of funds to invest.
14. Prepares cash flow analyses.
15. Assists in the preparation and collection of annual drain assessment rolls.
16. Oversees the financial activity of minor drain projects, including bid preparation, promissory note preparation, and interactions with financial institutions.
17. Bay Area Storm Water Authority accounting.
18. Assists in preparation of the annual report.
19. Assists outside auditor with annual audit.
20. Responsible for grant accounting including year end closing with budget/grant accountant.
21. All other duties as assigned by immediate supervisor.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS: Bachelor's degree in accounting curriculum or governmental or fund accounting experience required. Proficient in spreadsheet software. Applicants may be required to take written and/or other examinations.

Physical: This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: generally, 10 pounds of force up to one third of the time.

Apply online at www.baycounty-mi.gov or in person/via US mail to the Bay County Personnel Department, 515 Center Avenue, Suite 301, Bay City, MI 48708, no later than **4:00 p.m., Wednesday, June 4, 2014.**

AN EQUAL OPPORTUNITY EMPLOYER

"Bay County does not discriminate on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental limitation, familial status, sexual orientation, or gender identity/expression."