

Polk County Sheriff's Office Job Description
1412 Accountant

February 21, 2000, Revised October 20, 2008

Position Concept:

The Accountant assists in monitoring the fiscal accountability for the Polk County Sheriff's Office. The member performs operational duties and tasks specific to the position.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Accountant may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

- Create new ledger accounts
- Assure quality of internal controls
- Reconcile bank accounts manually
- Reconcile automated bank accounts
- Calculate interest earned
- Void checks
- Create forms
- Reconcile general ledger accounts
- Prepare schedules for external auditors
- Balance suspense account activity

Education, Professional Certification or License:

- Minimum four (4) year college degree from an accredited college or university with course work in accounting, business administration, or a related field, or equivalent experience

Professional Experience:

- A comparable amount of training and experience may be substituted for the minimum qualifications

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Works in an office environment with normal stress levels
- Requires extensive work with numbers

Required Skills and Knowledge:

Knowledge of:

- PCSO policy and procedures
- Internal controls
- Accounting
- Audit theory
- Finance system
- Various computer software
- Numerical sequencing
- Fiscal Services policy and procedures
- Generally accepted accounting principles

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Ability to:

- Maintain confidentiality
- Operate calculator
- Operate office equipment
- Read and write English

Skills:

- Accounting
- Mathematical
- Computer
- Keyboarding
- Interpersonal
- Analytical
- Reconciling

Physical Requirements:

- Lift/carry 35 lbs.
- Sit for long periods
- See at a normal range or with accommodation
- Hear at a normal level or with accommodation
- Speak English understandably
- Manual dexterity
- Ambulate independently
- No Dyslexia

For additional information on this position refer to the Job Task Analysis.