

POSITION DESCRIPTION

Title: Staff Accountant

Department: Administration

Job Analysis: August 2026

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: County Administrator

Subordinate Staff: None

Internal Contacts: County Administrator, Administrative Staff, Commissioners,
Elected Officials

External Contacts: General Public

Status: Salary

Job Summary

Progressively responsible work in administrative tasks dealing with a wide range of activities.

Job Domain

1. Provides backup for County Administrator
2. Reconcile bank accounts
3. Applies for tags for county vehicles
4. Provide reports for ECATS
5. Prepare financial reports
6. Provide reports for Agency on Aging
7. Provide reports for EMA
8. Process Journal Vouchers
9. Transfer funds
10. Oversees Accounts Payable
11. Reviews requisitions for account accuracy
12. Attend commission meetings
13. Review employee benefits
14. Work closely with payroll

15. Reviews postings for accuracy
16. Reviews trial balances
17. Performs other duties as assigned

Knowledge, Skills and Abilities

1. Ability to comprehend accounting functions
2. Ability to review and recognize financial errors
3. Proficient in math skills and ability to perform mathematical operations
4. Skills to generate and interpret financial reports
5. Ability to comprehend documents
6. Ability to interpret state and federal grants
7. Knowledge of general office procedures
8. Provide routine office management with minimal supervision

Other Characteristics

1. Must be willing to work overtime to complete work within specified period of time.
2. Willing to travel to attend training or to other County Functions required by supervisor.

Minimum Requirements

1. Bachelor of Science in Accounting
2. Two years' office experience in accounting
3. Knowledge of computerized accounting systems
4. Salary commensurate with experience

Submit resume to kwardrop@co.escambia.al.us