



Allegheny County Controller's Office

JOB ANNOUNCEMENT

POSITION TITLE: Accountant
DEPARTMENT/DIVISION/SECTION: Controller's Office/Accounting Division
REPORTS TO: Manager of Accounting

MINIMUM REQUIREMENTS:

Bachelor's degree in Accounting or Finance. Education must include a minimum of 12 credit hours in accounting with one to two years work experience in accounting.

POSITION SUMMARY:

The Accounting Division prepares documented financial statements and reports to control and account for funds and to analyze and project financial data.

DUTIES:

- Prepare interim and annual balance sheets and income statements in accordance with generally accepted accounting principles.
- Prepare adjusting entries to correct or close accounts maintained.
- Establish and maintain relationships with appropriate fiscal staff of county departments and assist them with accounting/finance matters as needed.
- Understand the goals and objectives of assigned tasks and inform Manager of progress or problems.
- Keep abreast of new accounting standards and county developments which affect the financials.
- Special research projects, as assigned.

KNOWLEDGE, SKILLS, ABILITY:

- Work independently.
- Be detail-oriented and organized.
- Respond to changing priorities and accomplish a multitude of tasks in a timely fashion without close supervision.

Advanced knowledge of Microsoft Excel and Word is required. Experience linking data between Excel files and familiarity with Excel formulas, in particular the "SumIf", "SumProduct", and "VLookup" formulas desired. Use of Microsoft Access and Publisher is a plus. Experience with fixed assets is preferred.