

## SIERRA COUNTY POSITION DESCRIPTION



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**JOB TITLE:** ACCOUNTING/AP  
**DEPARTMENT:** ADMINISTRATION  
**SUPERVISOR:** FINANCE DIRECTOR  
**GRADE:** 8  
**FLSA STATUS:** EXEMPT

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### JOB SUMMARY

Under the guidance of the Finance Director accomplishes the County's objectives by performing a variety of accounts payable, general ledger, financial reporting, year-end audit preparation and related accounting functions associated with the daily fiscal operations of the department.

### ESSENTIAL FUNCTIONS

- Executes and upholds financial policies and goals established by the Board of County Commissioners, including compliance with personnel, purchasing, and other board-approved policies.
- Develops and administers streamlined systems and processes for the meticulous accounting of revenue and expenditures.
- Establishes and maintains a robust accounting system to ensure optimal efficiency and accuracy.
- Oversees county funds and debts, aligning with federal, state, county, and local statutes, regulations, policies, and practices.
- Monitors and analyzes annual expense and revenue budgets versus actuals, preparing resolutions for budget adjustments in accordance with state law and County policy.
- Fosters close collaboration with key stakeholders, including the Finance Director, County Manager, County Treasurer, and Chief Procurement Officer.
- Assists in the preparation and maintenance of the general ledger and chart of accounts
- Manages fixed assets, including obtaining information for capital outlay items, maintaining inventory sheets, and recording additions and deletions.
- Collaborates with stakeholders to provide financial information and support effective decision-making.
- Ensures accurate and timely payment of invoices, statements, and bills, while assuring proper budget allocation and compliance with County policies and procedures.
- Interacts with staff regarding payment of bills, statements, and invoices.
- Sorts invoices; prepares purchase and payment requisitions and other pertinent paperwork for processing payments; obtains required signatures; and runs checks.
- Analyzes outgoing financial transactions for accurate and correct entry.
- Monitors accounts payable to process or forward payments.
- Works with Departments to review and correct purchase orders to ensure accuracy and alignment with invoices.
- Prioritizes rush payments as needed.

- Communicates with vendors regarding invoices and payments as appropriate.
- Ensures files are maintained accurately with current data.
- Provides data, information, and reports regarding accounts payable as requested by staff and management.
- Creates monthly Accounts Payable resolution.
- Ensures the accurate and timely recording of all financial transactions.
- Contributes to the preparation of the annual budget; scrutinizes and assures the quality of budget submissions from departments and agencies.
- Engages in audits and reviews, promptly addressing identified issues.
- Reconciles and manages petty cash effectively.
- Maintains meter records for postage and copy machine.
- Issues and reports 1099s.
- Maintains appropriations including Notice of Obligations, Request for Payments, and reporting.
- Enters legislative requests into the state system.
- Demonstrates flexibility in working hours as needed to meet deadlines and support organizational needs.
- Builds and fosters effective working relationships with others.
- Enhances professional growth and development through participation in seminars, educational workshops, classes, and conferences.
- Executes other tasks and responsibilities as assigned.

***\*APPLICANT MUST DISCLOSE REAL OR PERCEIVED CONFLICTS OF INTEREST AND MUST ABIDE BY THE GOVERNMENTAL CONDUCT ACT (NMSA 10-16-1 (ET. SEQ.).***

#### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in Public or Business Administration, Accounting, Finance or related field.
- Two (2) years' accounting experience.
- A combination of relevant education and related work experience may be considered.
- Valid driver's license is required.
- Must be able to successfully pass a background screening / investigation.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

##### **KNOWLEDGE OF:**

- Department organization, functions, objectives, policies and procedures.
- Applicable federal, state, and local laws, regulations, requirements, principles, and practices of management and administration.
- The standards, policies, practices, and procedures of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards (GASB), and Governmental Accounting, Auditing, and Financial Reporting (GAAFR).
- The development, preparation, and oversight of budgets and grant funds.
- Policies, functions, and responsibilities of Sierra County.

- Modern trends related to the practice of financial management.
- Non-profit accounting principles and procedures.
- File and records management.
- Intergovernmental, community and public relations.

**SKILL IN:**

- Statistical compilations and analysis, preparing financial reports, and maintaining accurate records and databases.
- Analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Operating various word-processing, spreadsheets, accounting and database software programs in a Windows environment.

**ABILITY TO:**

- Maintain confidentiality.
- Analyze data, research financial matters, and prepare comprehensive, concise, and accurate reports and plans.
- Communicate efficiently and effectively both verbally and in writing.
- Interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Make solid decisions and exercise independent judgment.
- Work in a fast-paced environment, work independently, and meet strict deadlines.
- Interpret applicable federal, state, county and local laws, regulations, and requirements.

**PHYSICAL/MENTAL DEMANDS, WORK ENVIRONMENT, EQUIPMENT USAGE**

**WORK ENVIRONMENT:**

Work is generally performed in an office environment with a moderate noise level. Occasional work outdoors where incumbent may be exposed to varying temperature and weather conditions. Evening and/or weekend work may be required. Tight time constraints and multiple demands are common. Travel may be required for training, meetings, conferences, presentations, and other events.

**PHYSICAL/MENTAL REQUIREMENTS:**

While performing the duties of this job, the employee regularly is required to sit; move throughout the office/complex/site; use hands to finger, handle, or feel; reach with hands and arms; and communicate effectively. The employee occasionally is required to lift/move up to 25 pounds. Close vision ability is required. Incumbent may sit for extended periods of time. Occasional exposure to dust, fumes, airborne particles and/or allergens. Position may cause stress and tension; and require incumbent to quickly change position on issues when presented with better alternatives.

**EQUIPMENT, TOOLS, AND MATERIALS:**

Tools used in performing the essential functions of the job: copier, vehicle, fax machine, telephone, computer, general office supplies and equipment, word processing software, presentation software, accounting software, and adding machine.

***\*SIERRA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND WELCOMES APPLICATIONS FROM ALL SUITABLY QUALIFIED PERSONS REGARDLESS OF THEIR RACE, SEX, DISABILITY, RELIGION/BELIEF, SEXUAL ORIENTATION, OR AGE.***