

HAMILTON COUNTY DEVELOPMENTAL DISABILITIES SERVICES

TITLE: Accountant
LOCATION: Northside
4210 Dane Street
Cincinnati, Ohio 45223

QUALIFICATIONS: Bachelor's degree with course work in accounting, finance, public administration or related discipline; one year related experience and/or equivalent combinations of training and experience, which indicates an advanced knowledge of accounting and public administration; a demonstrated ability to prepare complex financial reports; and experience in computerized general ledger system: payroll, accounts receivable and payable, and cash flow preferred

DUTIES: (Not intended to describe all the duties required.)

Compiles and prepares complex financial reports, statements, payments, records, investments records and other financial documents; assists in preparation and implementation of annual budget; develops and implements fiscal controls/procedures; oversees accounts payable/receivable activities: processing invoices, payments, customer billings, collections and cash receipt; manages the processing and analysis of production data using the Agency production software to create General Assembly, Inc. payroll; acts as liaison with the software vendor, Agency IT Department and payroll service for problem resolution.

Posts data to accounting software, ledgers and other bookkeeping instruments; balance and reconciles accounts; process various accounting documents for the receipt and distribution of funds, prepare information to continue eligibility of state and federal funds.

Reviews financial records and program activities to ensure compliance with state and federal laws and regulations; audits internal records to ensure sound bookkeeping practices, conduct research, compile data and prepare reports to assist director in making informed decisions on budget; participates in preparation of various Federal, State and local tax forms; coordinates the audit activities with the independent CPA firm including preparation of required schedules and other information.

Oversees activities of associated personnel (e.g., assigns & reviews work, provide direction on bookkeeping & accounting matters, trains new employees, ensure work is completed in accurate and timely manner); assumes responsibility of financial operation in the absence of director.

Provides wage information to various agencies to support individuals.

Participates in department, agency, local, and/or state committees or meetings as assigned by the director; presents financial reports at General Assembly Inc. 'Board of Directors' meetings; maintains working relationship and serves as liaison between internal department, individuals served, parents, staff, and General Assembly Inc. Board of Directors, external agencies, and community.

Demonstrates regular and predictable attendance, a sense of teamwork and cooperation.

Performs other duties as assigned

APPLICATION PROCEDURE:

- Persons presently employed by this agency must submit an Application for Vacancy form (HR034); others must submit an Application for Employment and/or resume and cover letter.
- Persons not employed with this agency, please submit Application for Employment and/or resume and cover letter to: Human Resources, Hamilton County Developmental Disabilities Services, 1520 Madison Road Cincinnati, Ohio 45206-1747 or hr@hamiltondds.org 794-3300
- Closing date is February 24, 2012.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER/ DRUG FREE WORKPLACE

Date Posted: February 2, 2012