NOTICE OF VACANCY

**ACCOUNTANT II**

**Bamberg County Finance Department**

Bamberg County is seeking an Accountant II to assist the County Controller in coordinating County finances, accounting, and reporting, to ensure compliance with generally accepted accounting principles and other regulatory requirements. Qualified applicants must possess a Bachelor of Science degree in Accounting, Finance, or a closely-related field, a minimum of one year of experience in accounting, bookkeeping, or a closely-related field, and prior experience in governmental accounting is preferred. Experience with audit activities and managing reporting, budget analysis, accounts payable and receivable, general ledger, payroll, and accounting for grants. Technology savvy.

The person hired will be responsible for preparing, examining, and analyzing accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards. Analyze business operations, trends, cost, financial commitments, and obligations, to project future revenues and expenses to provide advice. Assists the Controller and Finance Director in the preparation of the annual operating and capital budget. Work consists of collecting and summarizing departmental budget requests, meeting with department heads to gather sufficient details to support annual budget requests, and preparing information for budget presentations. Analyzes monthly revenue and expenditures, comparing actual results to the budget. Keeps the Controller and Finance Director informed of any unusual transactions and any line item in the budget that is overspent. Responsible for aiding the Controller in maintaining the County’s capital asset records, inputting all assets into the County’s fixed asset system, and maintaining the records by adding and/or deleting records as assets are acquired or retired.

Codes invoices to proper budgetary accounts and processes appropriate documentation to aid the Controller and Finance Director in the approval process of invoices. Also, work with vendors to resolve issues on invoices and perform research on the purchase history of specific vendors.

**Pay Grade 23 (The Salary Range is $31,181 - $52,118)**

**Applications & Resumes will be accepted until the position is filled.**

Applications will be accepted in the Human Resources Office –Room 102, Bamberg County Courthouse ANNEX.