



Financial Reporting Accountant

Department: Fiscal

Salary: \$75,000.00 - \$85,000.00

Anticipated Work Schedule: Monday through Friday, 8:30 AM - 4:30 PM

Reports To: Controller

Full Time or Part Time: Full Time

Regular or Temporary: Regular

Bargaining Unit: N/A

Classified or Unclassified: Classified

FLSA: Exempt

IMPORTANT NOTICE: To be considered for this position, you must apply by visiting <https://www.cuyahogacounty.gov/human-resources>. Consideration will only be given to those who apply visiting the Cuyahoga county job board and create a profile/apply.

Summary

The purpose of this classification is to coordinate the accounting activities for County departments and agencies, maintain the accuracy of the financial data within the County's financial accounting system, provide the necessary reporting needed by County agencies, and coordinate the preparation of the Annual Comprehensive Financial Report (ACFR).

Distinguishing Characteristics

This is an advanced journey-level classification with responsibility for coordinating complex technical accounting activities and providing guidance to a County department or agency. This classification works under direction of a manager. Employees work independently with minimal instruction or assistance and is expected to use judgement in performing work in accordance with established policies and procedures, generally accepted accounting principles (GAAP), and governmental accounting standards board (GASB). The employee is responsible for applying accounting rules and standards and County policies to resolve complex transactions and to ensure timely and accurate accounting of all transactions and activities by County departments and agencies.

Essential Job Functions

Coordinates accounting activities for County departments and agencies; coordinates general ledger, payroll, purchasing, inventory control, capital assets, and grants; reviews and monitors the accounting transactions of all County departments and/or agencies for appropriate classification and accounting treatment; compiles analyses, reconciliations, or other data or ancillary reports in the preparation of budgets, audits, and the County's Annual Comprehensive Financial Report (ACFR); prepares cash basis financial statements and converts financial data to accrual basis to generate Generally Accepted Accounting Principles (GAAP) basis financial statements.

Coordinates the preparation of financial reports/financial statements; coordinates the preparation of the financial statements and workpapers for the annual audits; documents and monitors internal controls in support of internal auditing team; responds to inquiries from internal and external auditors and County personnel regarding revenues, expenses, assets, liabilities, and other various accounts for responsible funds; coordinates the preparation and review of the Schedule of Expenditures of Federal Awards (SEFA). prepares various monthly reconciliations (e.g., system, bank account, bank to book, payroll tax, etc.); categorizes, posts, adjusts, and reconciles revenues and expenditures to proper accounts; analyzes variances (e.g., actual spending to budget, current spending to previous, etc.); produces various financial reports and statements related to assigned area(s) (e.g., fixed asset schedules and reports, inventory reports, unemployment tax reports, project activities, grant activities, etc.); prepares schedules for regulatory reporting; oversees and/or assists other departments with preparation of financial and/or budget reports; ensures the propriety of department's accounting transaction processing; reviews, interprets, and applies GAAP and GASB; ensures that all financial statements, documents, and reports conform with GAAP, GASB, and regulatory requirements.

Serves as a liaison with assigned County departments and agencies; works with County departments and agencies to optimize financial operations; coordinates with County agencies, departments, and banks to ensure that transactions are properly recorded; provides technical assistance to County fiscal and accounting personnel regarding the financial accounting system; works with agencies and departments to find solutions for conflicts with GAAP, GASB, and other accounting rules and regulations; assists agencies and departments with correcting accounting transactions and reporting issues; provides training to various County departments in accounting best practices and the use of the accounting system; develops training and guides for County departments and agency staff on accounting best practices and County procedures.

Approves and processes various fiscal activities for assigned departments; monitors bank transactions and performs account reconciliations; performs journal entries; monitors depositing of daily revenue receipts prepared by the Treasury Department utilizing Lawson Infor; reviews and approves journal entries submitted by County agencies; checks that all funds and appropriations have been posted to the correct category; checks that appropriation transfers and adjustments are correct; reconciles and/or monitors bank account activity; prepares bank confirmations for County and/or external auditors.

Performs supporting administrative responsibilities; prepares various reports, records, and other documents; responds to emails and phone calls; attends various trainings, seminars, and meetings; keeps abreast of changes in applicable legislation, policies, and procedures; assists with the development of Cuyahoga County accounting control procedures; identifies and implements opportunities for process improvements; works with IT to test data systems and procedures affecting conversions when systems are being updated or new systems are being implemented.

Minimum Requirements

Bachelor's degree in accounting with 6 years of accounting experience, 3 years of which must include preparation of income statements, general ledger accounts, trial balances, journal entries, variance analysis and bank reconciliations, financial reporting, financial analysis, auditing, or GAAP/GASB reporting experience; **or an equivalent combination of education, training, and experience as defined below:**

Highest degree of education attained

Experience required

Bachelor's degree	6 years
Related master's/doctoral degree	5 years

Certifications: a CPA may substitute for one year of experience

Application Process

This is a competitive, classified position. The Personnel Review Commission (PRC) will check your application to make sure you meet the minimum qualifications. If you do, the PRC will invite you to take a civil service examination. The exam is specific to this position. Everyone who passes the exam goes on an eligibility list. To fill this opening, the PRC sends the hiring department and Human Resources (HR) a certified eligibility list with the top 25% candidates (or at least the ten highest scoring candidates, whichever is greater). HR helps the hiring department decide who from the certified list to follow up with for interviews and then a job offer.

Most of our communication with candidates is through email. Regularly check the email address you gave us in your job profile. Watch your Spam folder, just in case.

If we offer you a job, you must pass a drug screen and background check before the offer becomes final. Prior criminal convictions do not automatically disqualify you from employment; the County looks at criminal convictions on a case-by-case basis using the guidelines in [Chapter 306 of the County Code](#).

EQUAL OPPORTUNITY EMPLOYER

Cuyahoga County is committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation and offers opportunities for all employees to develop to their full potential. A diverse workforce helps the County realize its full potential. The County benefits from the creativity and innovation that results when people with different experiences, perspectives, and cultural backgrounds work together.

The County is committed to providing equal employment opportunities for all individuals regardless of race, color, ancestry, national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, or political affiliation. If you are a person with a disability and unable to use or access this site as a result of your disability, you may request a reasonable accommodation by calling (216) 443-7248 or via email to ADA@CuyahogaCounty.us.

Cuyahoga County is committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation and offers opportunities for all employees to develop to their full potential. A diverse workforce helps the County realize its full potential. The County benefits from the creativity and innovation that results when people with different experiences, perspectives, and cultural backgrounds work together.