



### **ACCOUNTANT 3 – Closes 8/14/2022**

**Department:** Fiscal - Financial Reporting

**Salary:** \$54,142.40 - \$75,732.80

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

**Reports To:** Special Projects and Business Manager

**Full Time or Part Time:** Full Time

**Regular or Temporary:** Regular

**Bargaining Unit:** N/A

**Classified or Unclassified:** Classified

**FLSA:** Exempt

### **Tuition Reimbursement!**

Cuyahoga County now offers tuition reimbursement. Beginning in the Fall Semester of 2022, full time, benefits eligible county employees who have completed one continuous year of employment can participate in the Tuition Assistance Program. The classes can be undergraduate or graduate level, at Baldwin Wallace University, Cleveland State University, or Cuyahoga Community College.

### **Benefits:**

County employees receive competitive pay and excellent benefits including healthcare, prescription drug, dental, and vision coverage; wellness incentives; basic and supplemental life insurance; employee assistance program (EAP). County employees contribute to the Ohio Public Employees Retirement System (OPERS), which offers a defined-benefit pension plan, consistently ranked as one of the best public pension funds in the nation. Employees may also participate in an individual deferred compensation retirement program. This position stands out for its exceptional work/life balance: You will work a regular schedule, weekdays only, 8:30 AM to 4:30 PM. That means no weekends, no evenings/nights, no holidays, no mandatory overtime, no on-call. Every year you will enjoy 12 paid holidays and earn 10-25 vacation days (increasing with length of service) and 15 days of sick leave.

### **Summary**

This is a journey level classification with responsibility for performing technical activities in the Accounting Division of the Fiscal Office. This class works under direction of the Accounting Manager and is responsible for performing timely and accurate accounting of revenues and expenses. The employee works within a framework of established regulations, policies, and procedures and is expected to use judgment in performing work. The Accountant 3 performs many elements described within the essential job functions section of this classification specification but may not perform all the duties and responsibilities outlined below as this is a countywide classification functioning in several different departments which encompasses a wide range of responsibilities.

## **Essential Job Functions**

Assists in preparation and review of the County's CAFR by extracting data from the County's accounting system and summarizing in various financial statements; prepares cash basis financial statements and creates adjusting journal entries to generate Generally Accepted Accounting Principles (GAAP) basis financial statements; prepares statements to analyze variances. Reviews analyze and inputs accounting system documents on a daily basis to adjust expenditures, revenues and appropriations; reviews and analyzes requests for new funds, organizational structure changes and other account classification data; produces financial reports that display all the transactions that occur for all funds on a monthly basis; prepares monthly reconciliation reports for various special revenue funds. Serves as liaison with assigned County departments and agencies to provide a line of communication with fiscal officers; provides daily technical assistance to fiscal officers regarding the financial accounting system y; provides training for the accounting system to new fiscal staff; reviews conveyance and transfer revenue receipts and transaction detail; processes transfers of files for monthly reconciliations. Assists in preparation of the Schedule of Expenditures of Federal Awards; prepares annual receivables/payables report for internal service funds; attends necessary meetings.

## **Minimum Requirements**

Bachelor's degree in accounting or a related field with three (3) years previous experience in accounting or a related field; or an equivalent combination of education, training, and experience.

## **Application Process**

Apply at <https://www.cuyahogacounty.us/human-resources>. 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 need assistance applying or participating in any part of the candidate experience, contact Human Resources at 216-443-7190 and ask to speak with a talent acquisition team member.