

# ***Ouachita Parish Police Jury***

## ***JOB OPPORTUNITY ANNOUNCEMENT***

<b>POSITION: ACCOUNTANT</b>	<b>OPENING DATE: February 1, 2018</b>
<b>SALARY: Competitive Salary based on Experience</b>	<b>APPLICATION DATE: Until Filled</b>

(Present Parish employees are given three (3) days priority in applying for the vacant position before outside applicants will be considered. Parish employees may still apply after the designated deadline, but priority will not be given.)

### **DUTIES:**

Under direction of the Finance Supervisor, incumbent performs professional accounting responsibilities and administrative duties in fulfilling the duties of the accounting office of the Treasurer. Incumbent is responsible for day-to-day accounting work related to the accounting, auditing, and financial reporting functions and performs analysis on specific data. Duties include: 1) Maintaining and reconciling billing records of accounts receivable; 2) Preparing initial cash receipt documentation; 3) Preparing, reviewing, inputting adjusted journal entries in the computerized accounting system, as approved by the department supervisor; 4) Assisting with bank reconciliation, as necessary; 5) Preparing account reconciliation to facilitate the audit process.

Ensures that proper municipal accounting principles are followed by accounting department personnel. Works closely with external auditor(s). Maintains a current level of generally accepted accounting principles (GAAP) as it pertains to governmental units. Prepares or supervises the preparation of entries for accounting functions. Conducts account analysis as necessary, assist the Finance Supervisor in the preparation of monthly reports that reflect the departmental transactions year to date in preparation of Audit Committee meetings. Performs accounting duties in the absence of the Finance Supervisor.

### **QUALIFICATIONS**

**Education:** Bachelor's degree in Accounting or a minimum of seven (7) years responsible work experience in maintaining a full set of accounting records and the preparation of related financial statements. CPA certification or pursuit thereof desired.

**Experience:** Minimum of two (2) years of accounting and/or auditing experience in a governmental environment. Applicant must have a strong sense of responsibility that includes dependable attendance, good verbal and written communication skills, experience in working with a team environment, possess the ability to learn independently. Should possess skills which permit the preparation of basic governmental financial statements. Incumbent must be able to operate a 10-key calculator by touch, demonstrate a basic knowledge of Excel spreadsheets and be able to prepare documents, correspondence, etc., using Word or one of the major word processors on the market. Must have a good knowledge of telephone communication equipment and other office equipment

### **BENEFITS:**

The Parish offers liberal benefits, including an excellent retirement system, vacations, sick leave and health and life insurance. Employee may advance to higher positions, based on his/her abilities and interests, and on the needs of the Parish.

### **HOW TO APPLY:**

Applications must be submitted on the OFFICIAL FORM that is available from and may be returned to:

**Ouachita Parish Police Jury  
Personnel Office  
Ouachita Parish Courthouse  
300 St. John Street, 2nd Floor  
Telephone: 318-327-1340**