



JOB OPPORTUNITY #: 212-1140
ACCOUNTANT
TREASURER’S OFFICE

Responsibilities: With general supervision, performs professional accounting work such as analyzing account information, preparing journal entries, preparing and analyzing investment reports, reconciling accounts and preparing financial reports. Prepares bank reconciliation and balances ledgers; balance cash for all county funds; tracks investments-calculated interest earned for each fund; prepares monthly statements for outside entities; calculates bond principle and interest payments; calculates interest for inter-fund borrowing; calculates all financing for Neighborhood Improvement Districts. Processes payroll and payroll deductions. Assists in all general office functions. The successful candidate will have the ability to lead projects and implement policy that improve functions and increase efficiency with minimal supervision. The candidate will interact directly with the citizens of Boone County as needed and is expected to provide excellent customer service. This position reports directly to Boone County Treasurer Tom Darrough.

Status: Full Time, Non-Exempt

Working Hours: Generally 8:00 am – 5:00 pm, Monday – Friday, but may be expected to work additional hours as needed.

Qualifications: Qualified candidate must have a bachelor’s degree in Accounting or related field; and a minimum of three years of accounting experience; or equivalent combination of education and experience. Must have strong computer skills and analytical skills, in particular the ability to apply mathematical concepts to practical situations. Must have the ability to manage deadline driven projects while providing quantifiable results; must have excellent written and oral communications skills; considerable knowledge of Generally Accepted Accounting Principles; knowledge of automated accounting systems and spreadsheet software. Ability to read, analyze and interpret technical procedures and solve problems. Must be able to develop and maintain cooperative working relationships with other County Departments. Knowledge of governmental accounting helpful.

Salary: Commensurate with experience and qualifications.

Deadline for Application: Applications will be accepted until the position is removed.

Apply in person at the Human Resources Department, 613 East Ash, Room 102, Columbia, MO 65201, or call (573) 886-4395. Please call in advance if special accommodations are required in order to apply. Benefits include 100% County paid medical and dental employee insurance premium, pre-tax savings program, 2 weeks vacation, 13 paid holidays, matching deferred compensation plan and retirement plans. To see a complete list of posted positions, submit an online application, or to download the application, log on to www.showmeboone.com.

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