



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **ACCOUNTANT I**  
Grade: 08

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*The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.*

### **GENERAL DESCRIPTION**

Under the supervision, performs government accounting and fiscal analysis in the preparation, maintenance, analysis, and verification of the County's fiscal and accounting record; analyzes and reconciles accounts; prepares journal entries and financial statements; and performs related work as required.

### **EXAMPLES OF WORK PERFORMED**

Maintain a variety of ledgers and journals by analyzing and balancing accounts, reviewing balance sheets, revenue and expenditure/expense ledgers, and financial statements for unusual fluctuations, and resolving discrepancies

Prepare annual and interim financial statements and reports for assigned funds

Analyze and reconcile accounts and prepare appropriate journal entries

Review fiscal records to ensure proper disbursement of funds to different accounts

Reconcile and analyze grants and record related receivables and deferrals

Provide budget information to County departments on a timely basis

Complete year-end schedules, notes, and other items related to the annual audit

Perform any other related duties as may be assigned

### **EDUCATION AND EXPERIENCE**

Bachelor's Degree from an accredited four-year (4) college or university in Accounting

Experience in governmental accounting

Two (2) years of related experience may be substituted for one (1) year of education

### **CERTIFICATES, LICENSES AND REGISTRATION**

Must have a current valid Texas motor vehicle operator's license

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Must be able to be insured by the County's insurance carrier

## **KNOWLEDGE, SKILLS AND ABILITIES**

Skill in the use of personal computer and related office equipment

Skill in the use of standard software applications (e.g., Microsoft Word, Excel, Power Point, and Outlook)

Skill in the use of 10-key calculator by touch

Ability to review work for accuracy, to accurately perform detailed numerical work, to make arithmetical computations, and to prepare financial and accounting records

Ability to establish and maintain effective working relationships with coworkers

Ability to communicate effectively, both orally and in writing

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations