



POSITION DESCRIPTION

2013

Position Title:	Cost Accountant	Department:	Public Works
Pay Grade:	11	FLSA:	Exempt
Date:	April 2019	Reports To:	Public Works Director

PURPOSE OF JOB:

The Cost Accountant provides support functions for the Public Works Department including Annual Audit, budgeting, finance, accounting and reporting and is directly responsible for all payroll/cost accounting functions for the Nobles County Public Works department.

SCOPE OF JOB:

This position will assist the Public Works Director with the finance and accounting duties. The position maintains strong, productive and cooperative relationships with other county departments and will work closely with the Public Works department staff. Work impacts costs, revenue, reimbursement and efficiency of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Work is performed in accordance with applicable federal, state and local laws and the accepted standards and practices of public administration.

Carries out specific duties associated with the position.

- Interprets interoffice policies as required;
- Maintains detailed modified accrual cost accounting record system for the Road and Bridge, Parks and Environmental Services Funds through coding labor, purchases, and inventory withdrawal; enters data, prepares month-end closing entries; prepares associated reports; bills customers; closes books at year-end; prepares annual report; prepares Road and Bridge Fund portion of financial statement; provides information to Minnesota DOT for release of allotments and grants;
- Prepares documents for construction projects and contract lettings in addition to contract administration;
- Interprets and explains department policies, regulations, and operating procedures to employees, the public, and representatives of various private firms and governmental agencies;
- Performs a wide variety of administrative duties including, but not limited to: answering phones, preparing correspondence, typing letters and other documents, directing calls, taking messages, operating facsimile machine, operating copier, serving general public, and maintaining files; provides support duty coverage for Environmental Assistant;
- Participates in preparation of the GASB 34 documentation of infrastructure asset values and estimates of costs of maintenance needs;
- Serves as a department resource for auditors and prepares audit materials as requested;
- Reviews, receives and produces various reports, documents, and forms, including, but not limited to: time sheets, invoices, claim forms, inventory reports, supply requisitions, commissioner's warrants, fund cash statement, batch edit list, annual report, revenue and expenditure report, construction bids, item record accounts, construction forms, contractor's payrolls, material safety data sheets, earning spreadsheets, fuel usage reports, fuel tax reports, tax reports, abstracts of bids, vouchers, and injury reports;
- Maintains E-Timecard software for employees, reviews entries before interfacing with the Cost Accounting System;
- Manages electronic fueling system including tracking costs, usage, billing and software;

- Gathers and compiles data for complex spreadsheets and various reports for the Public Works office.

Performs work based on expected standards.

- Exercises teamwork with other county employees and management in carrying out the shared mission of serving the public;
- Follows workplace safety rules and notifies management of observed risks in a timely manner;
- Maintains the confidentiality of data that is protected by law.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

The job requires a bachelor's degree in Accounting, finance, or related field and a minimum of two years of related experience or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Experience in public sector accounting, payroll processing and/or application of MNDOT requirements preferred,

KNOWLEDGE SKILLS AND ABILITIES REQUIRED

- Knowledge and experience using Microsoft Office Suite and other county software;
- An understanding of public sector accounting procedures and requirements;
- Thorough knowledge of the principles and practices of payroll & governmental financial accounting systems;
- Demonstrates a high level of proficiency in the software programs used by the department and the County;
- Effective leadership capabilities;
- Skill to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages determine time and weight; and interpret same, as may be appropriate;
- Ability to efficiently utilize time and resources available to complete tasks and meet strict deadlines;
- Ability to multitask between diverse duties;
- Ability to manage workload assignments of direct staff and cooperate with third party partners to meet goals;
- Aptitude to read a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures;
- Skill to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech;
- Excellent interpersonal communication skills; ability to effectively communicate with people to convey or exchange professional information; ability to interact with people (i.e. staff, general public and elected officials) beyond giving and/or receiving instructions; ability to effectively communicate with the public in an approachable, professional manner;
- Ability to handle unpredictable situations in public dealings in a manner which represents Nobles County in a positive fashion.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

The Cost Accountant must be physically able to operate a variety of automated office machines and equipment, including, but not limited to: computer, calculator, facsimile machine, printer/copier/scanner, typewriter, telephone, automobile, and two-way radio. The Cost Accountant must be able to move or carry job related objects or materials and be physically capable of reaching to obtain various books, boxes, tools and equipment, etc. Physical demand requirements are a variable blend of sedentary or office environment work.

Signature

Supervisor's Signature

Date

Date

Nobles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.



**FULL-TIME EMPLOYEE
COST ACCOUNTANT – FINANCE DEPARTMENT**

EVALUATION

1. Performance evaluation at 30 days.
2. Performance annually and pay evaluation prior to each step increase.

PAY STEPS (Level 11 Pay Range)

Beginning pay	\$49,528.92/Annual
After 12 more months	\$51,142.10/Annual
After 12 more months	\$52,733.47/Annual
After 12 more months	\$54,346.65/Annual
After 12 more months	\$55,959.83/Annual
After 12 more months	\$57,573.01/Annual
After 12 more months	\$59,186.19/Annual
After 12 more months	\$60,799.36/Annual
After 12 more months	\$62,390.74/Annual

All pay steps are subject to acceptable performance evaluations, review and certification by the County Administrator. All employees are paid every other Friday.

PROBATION

The probationary period is 6 months for full-time employees. A probationary period is established as a qualifying period during which the Agency and the employee evaluate each other to determine if they each have a continuing interest in employment. Note: The length of probation may be extended by mutual consent when there are unresolved performance issues.

ANNUAL LEAVE (A/L)

It is the policy of Nobles County to provide employees necessary paid time away from work. Maximum accrual at the end of a calendar year is 480 hours for a full-time employee. Annual Leave is accrued on a prorated basis (hours worked).

Years of Service	Accumulated rate	Maximum Annual Accrual
1 st year of employment	6.155%	128 Hours
2 - 5 years	7.693%	160 Hours
6 - 10 years	9.234%	192 Hours
11 - 15 years	10.770%	224 Hours
16 - 20 years	12.309%	256 Hours
21 or more years	13.847%	288 Hours

HOLIDAYS

There are 10 paid holidays per year:

New Year's Day	Martin Luther King Day	President's Day
Memorial Day	Independence Day	Labor Day
Veteran's Day	Thanksgiving Day	Day after Thanksgiving
	Christmas Day	

PENSION

Public Employee’s Retirement Association:

6.50% of the employee’s gross income; 7.50% County Contribution

Social Security:

7.65% of the employee’s gross income; 7.65% County match

2019 INSURANCE – Full-Time Employees are required to take Health, Dental & Life Insurance

- < **Health insurance** The County offers a BCBS-VEBA high deductible plan of \$2600 individual/\$5200 family deductible with an individual savings plan funded by employer contributions; **or** the County offers 2 BCBS-HSA high deductible plans of \$3375 individual/\$6750 family deductible or \$6350 individual/\$12700 family deductible; **or** a HSA \$2700 individual/\$5400 family deductible WesternMN (Sanford) Plan. With the HSA individual savings plan, the employer and employee may both contribute to the annual maximum. The monthly contributions to the individual savings plan are \$200.00 for single coverage or Single+Spouse and \$315.50 for family or Single+Children coverage. The savings plan may be used to pay medical expenses, deductibles, co-pays, and co-insurance under the health plan. Balances in the individual health accounts are rolled over and/or invested from year to year while unused. All preventative services are covered at 100%, no deductible, with no dollar maximum. This is in addition to the coverage already provided for cancer screenings and well baby care. Prescription drugs will be paid at 100% after the deductible has been met.
- < **Dental Insurance** pays 50% of costs, less a \$25 deductible and a maximum annual benefit of \$500.
- < **Life insurance** is \$25,000, doubled for accidental death or dismemberment (available for the employee only). Additional life insurance is available.

2019 coverage cost based on 24 pay periods:

(Rates include dental and life insurance)

HEALTH INSURANCE	<u>Individual</u>	<u>Single + Spouse</u> <i>(Rates include individual)</i>	<u>Single + Children</u> <i>(Rates include individual)</i>	<u>Family</u> <i>(Rates include individual)</i>
\$2600/\$5200 VEBA Deductible	\$48.20	\$662.20	\$588.70	\$839.95
\$3375/\$6750 HSA Deductible	\$24.20	\$604.70	\$537.95	\$775.45
\$6350/\$12700 HSA Deductible	\$0.00	\$390.95	\$350.45	\$537.70
\$2700/\$5400 HSA Deductible–Western MN	\$0.00	\$506.70	\$452.20	\$666.45

- Notes:**
1. Nobles County offers a cafeteria plan to its employees. Full time benefit eligible employees receive \$1,000 per month, 4/5 time employees receive \$800 per month, and 3/5 time employees receive \$600 per month to spend on employee benefits. In order to receive the above amount, you must carry, at a minimum, individual health, dental, and life coverage
 2. Family Dental is available for \$19.92/mo.
 3. New employees are eligible for insurance on the 1st of the month following the month of employment.

OTHER BENEFITS:

- Voluntary Vision, Term Life, Long Term Disability group insurance plans
- Deferred compensation
- Section 125 – Flexible Spending Accounts

- (1) All benefits pay and other information presented is accurate on the day it was presented and does not constitute a promise of future benefits, establish a contract or create a commitment to do any particular thing.
- (2) Nobles County reserves the right to change policies, practices, or conditions expressed in this document without notice as the County deems appropriate. Nobles County management may vary from all written and unwritten policies and practices if, in its opinion, the circumstances require.