



Title: Highway Accountant

FLSA Status: Non-Exempt

Department: Highway

Updated: 11/2022

General Definition of Work

Performs intermediate work planning, developing, and utilizing the Highway Department's financial system; processing payables, receivables, and payroll and preparing budgets and financial reports, and related work as apparent or assigned. Work is performed under the general direction of the County Engineer.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Prepares, manages, maintains and analyzes all financial and cost accounting functions of the department in accordance with federal, state and local policies, laws and accepted accounting practices; analyzes department budgets and financial records to keep management informed; performs difficult and complex accounting entries, transactions and reconciliations, including month and year end closing processes; oversees and performs related accounting and contractual activities for road construction.
- Prepares and submits a variety of monthly and yearly financial reports and reconciliations, including the Annual Highway Report, to State and Federal agencies to ensure compliance with the reporting requirements for State statutes and Federal laws; participates in annual audit, work papers, internal control narratives, and financial statement preparation.
- Assists Engineer in the development and preparation of a budget for the highway department, make recommendations.
- Develops and maintains accurate inventory and fixed assets records; oversee inventory and adjustments to ensure proper allocation; compiles infrastructure values in accordance with Government Accounting Standards Board (GASB) and other applicable federal, state and local standards.
- Represents department at various committee functions and at MN County Highway Accountants Association.

Knowledge, Skills and Abilities

Comprehensive knowledge accounting and bookkeeping practices and techniques; comprehensive knowledge of standard office practices, procedures, equipment and administrative techniques; thorough knowledge of the organization and functions of the department and of general administrative policies and practices; ability to read, decipher, interpret and understand difficult, detailed and complicated concepts with specialized vocabulary; ability to keep records and to prepare accurate reports from sources; ability to perform and organize work independently; ability to prepare effective correspondence on technical matters and to perform routine office management details without referral to supervisor; ability to communicate orally and in writing and to maintain effective working relationships with the county commissioners, associates, vendors, contractors, other government employees and the general public.

Minimum Qualifications

Bachelor's degree and extensive experience, or a combination of equivalent education and experience.

Special Qualifications

None.

Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees always sit but may walk or stand for some periods of time.
- This classification seldom involves physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements; vocal communication is required for expressing ideas by means of the spoken word; and hearing is required to perceive information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Frequent
Up to 25	Frequent
Up to 50	Seldom
Up to 100	Seldom
100 or more	Seldom



Highway Accountant Job Description

Environmental Exposures	
Work near moving mechanical parts	Seldom
Work in high, precarious places	Seldom
Toxic or caustic chemicals	Seldom
Outdoor weather conditions	Seldom
Extreme Cold, non-weather	Occasional
Extreme Heat, non-weather	Occasional
Noise Level	Moderate

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.