



The Monroe County Human Resources Office is now
accepting applications for the following position:

11 ACCOUNTANT – CONTROLLER’S OFFICE
\$57,491.20/year | Full-Time (40 hours/week)

Current County employees interested in this position must submit a bid sheet and resume to the Human Resources Office.

Notice: Employment with the County is contingent upon the successful completion and submission of a Criminal Background Check (<http://epatch.state.pa.us>), to be obtained at the candidate’s expense prior to the start date. Additional position-specific clearances may be required.

POSTED: 04/02/2026

REMOVE: OPEN UNTIL FILLED

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ACCOUNTANT I –CONTROLLER/ FISCAL OFFICE

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform accounting duties for the Controller's Office and Fiscal Office and to supervise task groups and other offices and officials in the completion of County accounting tasks. The Accountant I will be responsible and accountable for the operation, budgets and accounting for assigned funds and accounts in the Monroe County financial system. This individual, along with the Controller, is responsible for the financial system integrity for the entire County network. The party must be able to work with operational fund managers, the Board of Commissioners and other private and public sector parties to complete the assigned task and responsibilities. This classification also performs auditing tasks and other financial projects as assigned. Duties may be office specific.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Performs accounting and auditing tasks; prepares and codes account numbers on invoices; enters data to accounts payable, accounts receivable and general ledger; balances ledgers and generates appropriate reports.

Reviews and analyzes general ledger transactions and internal/external reports to verify proper coding, account charges and compliance; corrects and adjusts as necessary; updates account details; supports and documents all entries; prepares analyses as needed.

Designs and maintains budget, actual, and center analysis formats; develops, reviews, and maintains spreadsheets and database reports; performs budget analysis and prepares reports based on findings; works closely with various offices regarding their budget, income and expenditures.

Prepares budget, financial and other reports for monthly, quarterly, and annual use; prepares bank reconciliations; calculates entries for year-end adjustments; ensures all reports are accurate and complete.

Reviews budgets submitted by department heads, prepares schedule of capital equipment, and personnel changes as requested. Calculates cost of wages and benefits for additional personnel pursuant to grade changes and increase in hours worked.

Performs audits of various county departments and divisions; researches, compiles and analyzes financial information according to specified guidelines; reviews for compliance with all applicable laws and guidelines; reviews to ensure that the department accounting operations are performed accurately, efficiently and in a timely manner according to the Counties policies and procedures; notifies supervisor of discrepancies and/or violations.

Analyzes and reconciles Accounts Payable, Accounts Receivable and payroll benefit liabilities as well as evaluates the accuracy of general ledger, accounting details revenues, expenditures, accounting/budget/financial reports.

Analyzes bond funds and reconciles fund balances to annual independent audit. Updates spend down schedule and prepares fund transfer forms to reimburse the county's general fund.

Tracks purchases of computer, general capital equipment and capital projects; reconciles year to date expenditures and available balances to general ledger.

Attends Salary Board meetings, enters changes on personnel spreadsheet for new hires, terminations, promotions, transfers, Performance Evaluation increases and union increases as shown on the approved salary board agenda. Verifies spreadsheet with County position list.

Prepares allocation of public liability and retirement costs to all departments to use for budgeting purposes.

Tracks health insurance paid claims and reconciles totals to general ledger as well as prepares schedule for the independent auditors.

Maintains a list of deductibles and claim expenses for county liability insurance; verifies correct coding of invoices with Deputy Chief Clerk and Accounts Payable Officer and prepares budget adjustments as needed.

Codes invoices approved by Elected Official/Department Head, prepares purchasing requests for office supplies, checks in orders when received.

Prepares monthly revenue and expenditures reports. Generates journal entries to record the County share, indirect costs, and general liability allocation. Reviews and validates the account reclassifications requested by Children & Youth, Daycare and other major departments. Reviews, analyzes and solves discrepancies in the trial balances for all fund accounts. Also analyzes the detailed performance reports and alerts the responsible parties for discrepancies. Prepares revenue reimbursement schedule for items to be reimbursed to general fund by other funds.

Prepares budget compliance reports, and variance analysis for grant accounts. Reviews and reconciles the revenue and expense for all calendar and fiscal grants. Prepares periodic statistical reports required by various state agencies. Reconciles the accounting system records with the reports submitted to state agencies by Children & Youth, Day Care, Career Link and other major grant receiving departments. Evaluates and records the year end deferred revenue and accounts receivable as necessary.

Prepares reports of computer and capital purchases requested by Aging, Children & Youth, and other grants. As well as unbudgeted capital from general fund and verifies that funds are available.

Assists elected officials/department heads in preparing budget adjustments and finding funds to cover shortages. Notifies assistant fiscal director of potential uncovered shortages.

Reviews and compiles all budget adjustments, verified accuracy of the same; verifies budget amendments have been accurately entered into the computer system; maintains copies for departmental use. Enters budget data in to financial system for all offices as changes are made during the review process.

Compiles financial data using source documents regarding state, federal and other grants.

Reconciles retirement fund investments and prepares monthly financial statements. Reconciles the Retirement Fund trust accounts as well as investment manager fees before submitting to the Controller for approval.

Provides statistical data for the County's actuarial reports.

Analyzes liquid fuels expenditures and reconciles to general ledger. Prepares liquid fuels annual report for filing with the state.

Prepares the annual DCED reports.

Reviews and analyzes the details necessary to compile *the* annual DCED report.

Prepares the documents and calculates the details for statistical information to be included in the annual DCED report.

Produces the final presentation of the DCED report.

Prepares the County Annual Revenue and Expenditure Controller's Report which is required by County Code to be published in the paper annually.

Reconciles general fund cash account as well as the automated payroll entries with the accounting records and bank accounts. Reconciles the federal, state and local withholdings into the cash account.

Reviews work performed by staff and other officials; makes corrections and/or changes as necessary.

Assists external auditor with annual audit. Prepares the draft of financial statements for all funds, capital projects and component units. Prepares the draft of cash flow reports for the enterprise funds and component units as well as a draft conversion to GASB 34 reports. Prepares projections for the long term debt requirements as requested by County auditors. Directly prepares the Schedule of Federal Awards for the Single Audit. Analyzes and presents to County auditors the budget variance report and fund balance reconciliation into current year balance.

Assists Treasurer's office with various tasks, such as reconciling grant receipts.

Prepares quarterly invoices for Sewage Treatment Plan usage, parking passes, Pocono Health Community Alliance and Highway Sanitation deer removal program as well as the annual reconciliation of the deer removal program for the County Litter Control Board.

Reviews and analyzes the cross fund reports on a regular basis and reviews, reconciles and adjusts inter-fund transfers, receivables and payables.

Performs special projects at the request of the Elected Official/Department Head. Prepares a variety of financial reports and statements required by the Elected Official/Department Head.

Attends periodic seminars and conferences to upgrade professional knowledge and maximize the use of a computerized financial management system. Verifies the proper application of generally accepted accounting principles, theories, concepts, practices and terminology.

Maintains the Long Term Debt Account Group and the Debt Service Fund. Reviews, reconciles and adjusts the capital project accounts, reconciles the trustee statements for long debt accounts, reconciles, adjusts and records the long debt principal amortization. Maintains the accurate records of debt service, reconciles and maintains the sinking fund accounting.

Proficiency in a variety of computerized spreadsheet, word processing and database software.

Receives and screens incoming telephone calls; routes calls and/or takes messages as necessary; answers questions from staff, internal and external auditors, outside agencies, the public or other individuals as necessary; provides information accordingly.

ADDITIONAL FUNCTIONS

Files and maintains reports, audits, letters, and papers.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting or closely related; supplemented by three (3) years experience and/or training in general accounting that includes supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data utilization: Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction: Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as financial statements, statutes, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; may require the ability to perform mathematical operations with fractions.

Functional Reasoning: Requires the ability to apply principles of influence systems such as supervision, and coordinating. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Monroe County, Pennsylvania, 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 both prospective and current employees to discuss potential accommodations with the employer.