

ACCOUNTANT

CLASS CODE/PAY GRADE

Class Code: 3330

EEO Code: B

Pay Grade 212

MAJOR FUNCTION

Progressively responsible professional accounting work includes maintaining an accounting system involving a large volume and variety of governmental financial transactions.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Maintains the accounting records of specific funds of the County according to generally accepted accounting principles.

Posts entries to the General Ledger from supporting records. Makes adjusting entries. Prepares year-end closing entries.

Prepares financial statements from automated accounting records. Performs various account analysis.

Examines and verifies revenues from all sources. Transfers monies between funds.

Assists in the preparation of the Comprehensive Annual Financial Report.

Performs professional operating and/or cost accounting analysis which requires the application of generally accepted accounting principles and practices to a wide variety of difficult problems.

Uses professional judgement to ensure prescribed compliance with procedures. Makes day to day decisions concerning treatment of financial transactions.

Prepares a variety of financial reports. Prepares analysis of statements and reports to include recommendations regarding improvements in the accounting system.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of generally accepted accounting principles and procedures, particularly as they relate to governmental financial administration, and ability to apply such knowledge to accounting transactions. Knowledge of computers and spreadsheet and other financial software. Knowledge of the laws, rules, and regulations controlling fiscal record keeping. Knowledge of accounting auditing.

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Ability to establish and maintain efficient records. Ability to prepare complete accounting reports and statements of moderate complexity. Ability to rapidly acquire considerable knowledge of the legal, administrative and procedural regulations related to the County. Ability to analyze financial transactions. Ability to make day to day decisions concerning treatment of financial transactions. Ability to prepare financial reports and statements.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting; or in Business Administration or Finance with an Accounting minor, and two (2) years experience in accounting or auditing, preferably in governmental accounting or auditing. A Master's degree in Accounting or MBA, or a CPA certificate may be substituted for one (1) year of experience. A comparable amount of education, training, or experience may be substituted for the minimum experience.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see, talk; finger dexterity.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend technical and professional manuals and journals; financial reports; abstracts; legal documents; memos, instructions, letters. Ability to perform advanced mathematical functions. Ability to write reports, financial reports, memos, letters, summaries. Ability to speak clearly and concisely; conversant in theory, policy and practices of area of discipline. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Revised 5/02
Revised 10/94
Revised 10/03