

ASSISTANT ACCOUNTING DIRECTOR

CODES/PAY GRADE

Class Code: 3338

EEO Code: A

Pay Grade: E

MAJOR FUNCTION

Responsible administrative work assisting in the supervision and direction of the activities in Accounting Division.

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.)

Assists the Accounting Director in the overall direction of Accounting Division.

Assists in the planning, directing, coordinating, and implementing, various accounting related projects and systems. Reviews work of lower level accountants and accounting personnel.

Assists in the planning, organization and completion of the Comprehensive Annual Financial Report.

Prepares and verifies accounting and statistical statements or reports; performs journal voucher review and financial statements.

Assists in the coordination of the County's annual audit.

Is in charge of Accounting Division in the absence of the Director.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of accounting/auditing principles, standards and practices. Knowledge of governmental accounting principles and procedures. Knowledge of computerized data processing as it relates to accounting procedures and practices. Knowledge of the laws, rules, and regulations affecting governmental fiscal operations.

Ability to interpret and apply legal requirements and administrative policies to accounting systems.

(Assistant Accounting Director continued)

Ability to interpret and analyze complex fiscal data. Ability to prepare clear, complex and comprehensive reports and financial statements. Ability to communicate effectively and to plan and direct the work of subordinates. Ability to establish and maintain an effective working relationship with a variety of different divisions and individuals.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting, plus four (4) years of progressively responsible experience in governmental accounting. CPA certificate preferred.

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 journals and manuals; legal documents; abstracts, memos, reports, financial reports and documents, letters. Ability to perform advanced mathematical functions. Ability to speak publicly; conversant in theory and practices of discipline; persuasive speaking. Ability to write detailed financial documents, reports, summaries, opinions, policies and procedures. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Revised 10/94

Revised 10/03