ACCOUNTANT

DEFINITION
Under general supervision, to perform a variety of accounting, fiscal analysis, and auditing in the preparation, maintenance, and analysis of County/Department fiscal records and financial transactions; to learn County fiscal policies, procedures, and computerized fiscal management, payroll, and tax systems; and to do related work as required.

DISTINGUISHING CHARACTERISTICS
Incumbents perform a variety of accounting and auditing work requiring some knowledge and background. Incumbents may be assigned to a special work area as dictated by the needs of the County or a County Department. .

REPORTS TO
Director of Finance and/or Department supervisory management staff, as assigned.

CLASSIFICATIONS SUPERVISED
May provide work coordination and direction for fiscal support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*
{Many of the assignments described below are performed in a training and learning capacity with an incumbent expected to continually develop the knowledge and ability to work on an increasingly independent basis.}
Performs accounting work in the establishment and maintenance of County fiscal records; maintains a variety of ledgers and journals; may update the General Ledger; reviews fiscal records to ensure proper disbursement of funds; may prepare annual County/department cost allocation plans; tracks grant funds and consolidates data; maintains and balances revenue information; audits financial records and prepares information for outside audits; prepares a variety of financial reports and statements; assists with the development and control of budget information; may assist with payroll functions; performs special financial analysis assignments; coordinates balancing of cash accounts with the banks and other responsible County departments; coordinates posting of journal entries; reconciles problem accounts; oversees contract administration; provides work direction, coordination, and training for fiscal support staff, as assigned; serves as a liaison with other government agencies, auditors, and the public; prepares and provides documentation for annual audits; performs verification of draft financial audit reports; performs adjusting entries, after verification, as requested in audit reports; provides other County staff with a variety of information regarding fiscal processes and procedures; may provide coordination regarding property tax fiscal accounting with the Assessor's Office and Tax Collector's Office, as necessary; may be assigned some coordination responsibilities regarding the County's computerized financial management, payroll, and tax systems; may be assigned coordination of a department's fiscal reporting.

TYPICAL PHYSICAL REQUIREMENTS
Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with other staff. May be required to travel considerable distances within the County.

DESIRABLE QUALIFICATIONS

Knowledge of:

General accounting theory, principles, and practices and their application to a variety of accounting transactions and problems.

Basic knowledge of laws, rules, regulations, and policies affecting the financial operations and transactions of the County.

Government cost accounting and budgeting.

Auditing theory, principles, and techniques and their application to government finance.

Principles of account classification.

Budget development and control.

Ability to:

Perform a variety of accounting and financial transaction work.

Learn and work with the County's computerized financial management, payroll, and property tax systems, depending upon area of assignment.

Proficiently use a variety of spreadsheet, word processing, and data base software.

Analyze and evaluate financial information, researching appropriate data to resolve problems.

Monitor and update fiscal records.

Prepare a variety of financial reports and statements.

Gather, organize, analyze, and present a variety of information.

Make mathematical calculations quickly and accurately.

Use a computerized financial management system.

Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.

Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One (1) year of experience in performing accounting and fiscal control work is highly desirable.

Education equivalent to successful completion of courses required for a major in accounting at an accredited four (4) year college or university, or successful completion of a professional accounting curriculum which included courses in elementary and advanced accounting, auditing, cost accounting, and business law. (An additional two years of technical/professional accounting/auditing experience may be substituted for the required education.)

Special Requirements:
None

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