

ACCOUNTANT IDEFINITION

Under general supervision, performs a variety of technical and entry-level professional accounting duties requiring the application of accounting principles and practices.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Assists in keeping books of accounts, including control and subsidiary ledgers; may make periodic audits and investigations, including cash audits, and reconciles their records with controls maintained in the Finance Department; pre-audits claims requiring investigation before payment; participates in the maintenance of financial and cost records for a complex operation; assists in maintaining budget appropriation accounts; assists in the analysis of monthly expenditures and revenues and makes adjustments for discrepancies; reconciles payroll and fund accounts; utilizes spreadsheets for monthly check reconciliation and to create linkages of various financial statements in preparation for Comprehensive Annual Financial Report; assists in the preparation of cash forecasts, analysis of accounts, bonded debt statements, and other financial reports; may supervise clerical personnel as assigned; and performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is an entry-level professional accounting position requiring the exercise of considerable independent judgement within established systems and procedures. Work is assigned in terms of continuing responsibility and is reviewed through periodic audits, evaluation of records and reports, and conferences with supervisor.

RECOMMENDED MINIMUM QUALIFICATIONS

Graduation from an accredited college or university in accounting, business administration, economics or a related field including or supplemented by course work in advanced accounting, or any combination of training and education that provides the following knowledge, skills and abilities:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: accounting principles and procedures and their application to accounting transactions; office procedures, practices, systems and equipment as applied to financial operations.

Skill in: the use of a personal computer and business software applications such as Microsoft Word, Access, and Excel and mainframe financial system software; the operation of calculator and other modern office equipment.

Ability to: analyze and evaluate accounting problems, maintain effective working relationships with other employees and the public.

CHARACTERISTICS OF SUCCESSFUL PERFORMER

Successful performers are well organized and detail-oriented, producing accurate and high quality work. These team players are knowledgeable professionals who work well with others. They are competent individuals who work efficiently in a fast-paced environment.

Class title established per Council Resolution No. 77-92,  
effective 8-16-77

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