

ACCOUNTANT I

DEFINITION

Under general supervision, performs routine accounting duties in the preparation, maintenance, analysis, and verification of the County's, or a Department's, fiscal and budget records; assists with the maintenance of information on County tax rates and rolls; learns the specific methods and procedures used by an assigned County Department; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the entry level classification in the Accountant series, responsible for performing the more routine tasks and duties assigned to the series. Assignments are generally limited in nature and are performed within a procedural framework. This classification is distinguished from the Accountant II in that the latter is the journey level of the series, with responsibility for independently performing the full range of assigned duties.

REPORTS TO

Higher level management or supervisory staff.

CLASSIFICATIONS DIRECTLY SUPERVISED

This classification does not exercise supervision over staff.

EXAMPLES OF ESSENTIAL DUTIES

The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Performs routine accounting work in the establishment and maintenance of County or a Department's fiscal records
- Maintains a variety of ledgers and journals
- Assists with maintaining and updating fiscal records
- Reviews fiscal records to ensure proper disbursement of funds to different accounts
- Prepares financial statements and reports
- Assists with audits of County funds and programs
- Assists with the analysis and approval of fund transfers, ensuring that they meet program and legal requirements
- Assists with the review and reconciliation of County and special district warrants
- Assists with reviewing and evaluating County and special district accounting systems to determine the need for new systems or revision of existing systems

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- Assists with maintaining proper controls on trust accounts
- Gathers information for the preparation and control of the County budget
- Performs related duties as required.

SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- General accounting theory, principles, and practices.
- Governmental cost accounting and budgeting procedures.
- Basic auditing theory and techniques.
- Principles of account classification.
- Budget development and control methods.
- Office equipment including computers and assigned software.
- Complex mathematical concepts.

Ability to:

- Perform routine accounting duties in financial transactions.
- Analyze and evaluate financial data, researching and gathering appropriate information to resolve problems.
- Monitor and update fiscal records.
- Learn County financial operations in assigned area.
- Learn to prepare a variety of financial reports and statements.
- Make mathematical calculations quickly and accurately.
- Learn to gather, organize, analyze, and present a variety of fiscal or budget related data and information.
- Prepare clear, concise and accurate records and reports.
- Understand and carry out oral and written directions.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and fax machines.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with staff and the public.

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MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

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

Education

Education and training equivalent to a BS Degree in Finance, Accounting or Business Administration from an accredited college or university, and

Minimum of one (1) year accounting experience

SPECIAL REQUIREMENTS:

None