October 2018
FLSA: NON-EXEMPT
CLASS CODE :00470

ACCOUNTANT

DEFINITION

Under general direction, performs professional-level accounting work, including auditing, analyzing, and verifying fiscal and statistical data, processing invoices, preparing analytical, narrative, statistical, and accounting reports, and providing information to the Chief Financial Officer, Fiscal Manager and/or Supervising Accountant regarding accounting practices and procedures; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction. Provides technical or functional direction to lower level technical and clerical staff performing accounting related tasks.

CLASS CHARACTERISTICS

This is a professional level classification responsible for performing the full range of complex accounting and fiscal functions under general direction. Successful performance of the work requires thorough knowledge of governmental accounting practices and procedures, fund accounting, and fiscal management. This class is distinguished from the Supervising Accountant by the latter's full supervisory authority in the functional accounting area, organizing and overseeing day-to-day financial processing, reporting and record keeping activities.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides complex professional and technical assistance in the administration and implementation of the Court's financial, revenue, trust and treasury, budget, auditing, and accounting programs, including financial report development, budget monitoring and maintenance, forecasting, financial analysis, grant accounting, and payroll processing.
- Analyzes and reconciles expenditure, revenue and balance sheet accounts to be in compliance with applicable Federal, State, and local laws, rules, regulations and ordinances; verifies availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems.
- Coordinates and administers a wide variety of financial and accounting programs, prepares journal entries and reconciles general ledger and subsidiary accounts related to postings from payroll and benefit processing, accounts payable, cash receipts, accounts receivable, and trust and treasury processes; prepares financial statements and reports.
- Participates in the compilation and preparation of annual budgets, including assisting other staff with budget preparation, providing revenue and expense projections and monitoring budget to actual and encumbered expenditures.
- Participates in the preparation of audit schedules and reports for auditors; provides assistance during the annual auditing process.

- Reconciles grant invoicing on accounting system databases; develops and produces customized reports; ensures and verifies accuracy of information.
- Assists with benefits administration, including reconciling provider invoices and allocating benefit costs to appropriate accounts.
- Prepares comprehensive financial and accounting activity studies, statistics, statements, and reports, including historical summaries, charts, graphs, and various memos and letters.
- Receives, reviews, and processes various reports and records including encumbrance reports, payment authorizations, bank statements, checks, and receipts.
- Researches and analyzes technical transactions to resolve questions and validate data; ensures fiscal accountability and fund integrity for transactions and supporting documentation.
- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of municipal government; provides professional and technical guidance and training to other staff in accounting processes and procedures.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in accounting and finance.
- Assists the Chief Financial Officer, Fiscal Manager and Supervising Accountant with special projects as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices, and methods of public and governmental accounting and finance including payroll processing and benefit administration, accounts payable, accounts receivable, general ledger, grant, trust and treasury accounting, and the encumbering of funds.
- General principles and practices of data processing and its applicability to accounting.
- Principles and practices of payroll record keeping, processing, and reporting and payment requirements of various State and Federal agencies and benefit providers.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to municipal financial operations.
- Principles and practices of business organization and public administration.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to work, including word processing and spreadsheet software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Court staff.

Ability to:

- Analyze financial data and draw sound conclusions.
- Prepare clear, complete, and concise financial statements and reports.
- Review, post, balance, reconcile, and maintain accurate and confidential payroll records.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Make accurate arithmetic, financial, and statistical computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Graduation from an accredited four-year college or university with major coursework in accounting, finance, business or public administration, or a related field, and three (3) years of increasingly responsible experience in accounting and finance.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.