

## **ACCOUNTANT**

### Definition:

Under general direction, performs a variety of difficult and complex professional accounting work in support of Agency financial, accounting and administrative functions.

### Distinguishing Characteristics:

This class is the journey level professional accountant. Incumbents are expected to function with little or no direct supervision, assist with internal control reviews and performance audits, and may train support staff as well as provide lead supervision. Incumbents may occasionally travel on Agency business; communicate orally and in writing to managers, co-workers, other agencies or public in face-to-face encounters. Duties include using telephone regularly and other office equipment such as computers, copiers, FAX machines, calculators, personal computer, printers, sitting for long periods of time and occasionally lifting and carrying up to 35 lbs.

### Examples of Duties:

- performs professional accounting work in accordance with prescribed accounting systems, utility accounting and generally accepted accounting principles;
- develops, reviews and verifies financial reports and statements to source information for accuracy, consistency and presentation format;
- maintains capital improvements project accounting records including monitoring project cost to budget amounts;
- reviews and analyzes construction progress pay estimates;
- financially administers contract records, projects, grants and similar activities;
- prepares, reviews or amends various financial documents and records including journal entries, invoices, payroll warrants, monthly and year-end accruals and other accounting information for accuracy, appropriate account coding and compliance with policies;
- reconciles receivables, cash and investment transactions to source information and prepares accounting reports; prepares various accounting and financial reports;
- prepares assessments for the County tax roll;
- monitors and records budget and fund transfers;
- prepares and monitors the schedules and transactions of fixed assets, grants, deposits and long term debt;
- conducts special studies and analyses and performs related work as required.

### Qualifications:

### Knowledge of:

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- accounting, auditing and budgeting principles and practices;
- governmental accounting principles and financial reporting practices;
- contract administration principles and procedures;
- basic data processing applications for accounting functions;
- modern office practices and standard office and accounting equipment;
- development and maintenance of fiscal controls.

### Ability to:

- exercise high-level analytical skills;
- examining and verifying complex journals, ledgers, financial documents and reports;
- working independently from general instruction;
- preparing clear and concise written correspondence and reports;
- developing and maintaining effective working relationships with those contacted in the course of work;
- provide training and lead supervision to support staff.

### Education/Experience:

Sufficient education, training and experience to demonstrate the knowledge, skills and abilities listed above. These would normally be acquired by completion of the requirements for graduation from and accredited college or university with major work in accounting or a closely related field that has included a significant amount of accounting course work, and three years of responsible professional accounting experience which has included responsibilities in a variety of accounting functions, involving computerized accounting systems.

### License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record.