### ACCOUNTANT - I



 **FLSA: Non-Exempt**

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### MONTHLY SALARY RANGE #25

**DEFINITION**

Under general supervision performs financial accounting and reporting functions of the Agency; monitoring and development of accounting system, identifies problems and takes corrective action in accounting system; collection and analysis of financial information.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Administrative Services Manager.

**CLASS CHARACTERISTICS**

This is a professional-level classification responsible for the accounting functions of the Agency. Incumbents maintain the Agency’s financial records and statements, assists in preparation of the annual budget, assist with the annual audit, and maintain all necessary paperwork and systems as they relate to the accounting functions of the Agency. This class is distinguished from the class of Accountant Il in that the Accountant II requires a further level of experience and less supervision.

**EXAMPLES OF ESSENTIAL 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.*

* Performs the Agency’s accounting functions for revenues, expenditures, capital, and reserves. Maintains cash receipts, cash disbursements journal, and the general ledger. Tracks the Agency’s checking account and investment account activities.
* Participates in operating and maintains a computerized financial information system; identifies, develops, and implements new automated applications to improve effectiveness and efficiency.
* Prepares accurate and timely billings to the Agency’s wholesale customers in accordance with approved Agency Ordinances and contracts.
* Prepares and processes payments to Agency creditors in accordance with approved policies and procedures.
* Develops internal tracking and reporting systems to properly allocate labor and overhead costs.
* Interprets, explains and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of Agency; implements policy and procedural changes as required.
* Participates in the compilation and preparation of the annual budget for the Agency, including assisting other staff with budget preparation, providing personnel cost projections, and estimated revenues and expenditures, monitoring expenditures to ensure compliance with adopted budget, and assisting in publication of the budget.
* Performs fixed asset inventory control; maintains fixed assets accounting software; prepares journal entries for depreciation and fixed asset acquisitions and disposals.
* Performs or oversees the Agency’s payroll functions, including: a) reviewing time cards, b) verifying payroll, c) preparing payroll and benefit checks, and d) preparing payroll-related reports to PERS and state and federal taxing agencies.
* Monitors revenues and projection of grant monies, may prepare invoices for grant reimbursements.
* Assists auditors in completing annual audits by providing requested information and preparing working papers; reviews audited financial statements for accuracy.
* Provides general administrative support, including: a) researching, gathering, and organizing information from Agency records or other sources, b) preparing and composing Agency correspondence and routine reports, and c) performing routine analyses.
* Participates in the planning and implementation of a comprehensive electronic filing and record retrieval system for the Agency.
* Performs other duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

* Principles, practices, and procedures of public administration in a public agency setting.
* Modern principles, practices, and methods of public and governmental accounting and financing, including program budgeting and auditing and their application to Agency operations.
* Principles and practices of budget preparation and administration.
* Basic principles, practices, and procedures of payroll administration.
* Cost accounting principles and systems.
* General principles and practices of data processing and its applicability to accounting and financial operations.
* Methods and techniques of effective technical, administrative, and complex financial report preparation and presentation.
* Principles and practices of computer software and its applicability to finance and accounting operations, including report development.
* Applicable Federal, State, and local ordinances, resolutions, and laws affecting financial operations.
* Record keeping principles and procedures.
* Modern office practices, methods and computer equipment.
* 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 Agency staff.

**Ability to:**

* Collect, analyze, evaluate, and interpret complex information and data, including complex financial and accounting data.
* Understand accounting principles and concepts.
* Forecast revenues for the preparation of long and short-term financial plans and budget documents.
* Read, analyze, and interpret financial reports.
* Prepare clear and concise administrative and financial reports.
* Interpret computer-generated data and reports.
* Prepare large and complex budgets.
* Interpret and apply applicable Federal, State, and local policies, laws, and regulations.
* Analyze data and information using established criteria in order to determine consequences and to identify and select alternatives.
* Work on multiple projects with competing priorities effectively and in a timely manner; organize and prioritize timelines for self and others in an effective and timely manner.
* Evaluate and develop improvements in operations, procedures, policies, or methods.
* Understand and carry out a variety of complex instructions in a responsible and independent manner.
* Prepare fiscal procedures.
* Research regulations, procedures and/or technical reference materials.
* Establish and maintain a variety of files and records.
* Operate modern office equipment, including computer equipment and word-processing, database, spreadsheet, and graphics 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, procedural, and legal guidelines.
* Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE:**

**Education***:* Bachelor’s degree from an accredited college or university is required, preferably in accounting or business or public administration with upper division course work in accounting, finance or closely related field.

**Experience**: Some accounting experience is desirable.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer 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 weighing up to 25 pounds.

**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.