

Accountant

Purpose Statement

The job of Accountant is done for the purpose/s of providing support to department activities with specific responsibility for the fiscal management of all processing, recording, updating and reconciling in compliance with established policies; providing instructions, recommendations and/or accounting support to other personnel; and analyzing expenditures against budget.

This job reports to Director, Accounting

Essential Functions

- Analyzes financial information for the purpose of identifying potential budget variances, compiling statistical information, developing procedures, and conforming to established financial practices and regulatory requirements.
- Assists auditors for the purpose of providing supporting documentation and/or information on internal process that is required for audit.
- Compiles a wide variety of financial information related to work assignments (e.g. maintenance of time and effort log, etc.) for the purpose of providing required documentation and/or processing information.
- Maintains a wide variety of financial information, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Monitors grant account balances and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares a wide variety of written materials and electronic financial information for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes a wide variety of financial information for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Provides orientation and support to other departmental personnel regarding procedures and program requirements for the purpose of ensuring efficient processing in compliance within district policy and established regulatory guidelines.
- Recommends policies, procedures and/or actions on issues that relate to accounting functions for the purpose of providing direction and/or decision making.
- Reconciles a wide variety of financial data for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Researches discrepancies of financial information and/or documentation for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Responds to inquiries from a wide variety of sources (e.g. district employees, State and Federal agencies, auditors, etc.) for the purpose of facilitating communication and/or providing guidance among several parties; providing information and/or referral for addressing inquiry.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; operating standard office equipment including pertinent software applications; performing accounting procedures; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting principles and budget processing and their application to a wide variety of accounting transactions; and knowledge of advanced math.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; maintaining confidentiality; setting priorities; meeting deadlines and schedules; working with detailed information; and adapting to changing priorities.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Bachelors degree in job-related area.

Equivalency: A Certified Public Accountant (CPA) certification preferred, but not required.

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

PF