

Accountant I

Purpose Statement

The job of Accountant I is done for the purpose/s of providing overall support to various department activities such as accounts payable, accounts receivable, payroll, grants, procurement, and all other applicable areas of the department.

This job reports to Director, Accounting

Essential Functions

- Analyzes financial information for the purpose of compiling statistical information and conforming to established financial practices and regulatory requirements.
- Communicates effectively with a variety of district employees for the purpose of completing tasks.
- 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.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs essential tasks for day to day operation of the department, such as but not limited to: for the purpose of reconciliation of account balances, processing of accounts payable, assisting with processing of payroll, preparing billings for payroll deductions, etc.
- 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 support to all functions of the department for the purpose of as needed.
- 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.
- Takes on responsibility for special projects and assignments for the purpose of department's needs from direct supervisor when assigned.

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 understand complex, multi-step written and oral instructions. 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 and/or meetings; 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 to moderate. 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 using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly 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 is desired.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Background Clearance

FLSA Status	Approval Date	Salary Grade
Exempt		PC