

ACCOUNTANT

This position requires skill levels of fiscal record-keeping work involving the maintenance and review of accounting and other financial records, and related duties as required. The work is done under general supervision and direction. The Accountant is involved in the development of new and modified procedures, preparation of special audits and reports, as well as furnishing supervision and direction of account clerks, and the making of the broader related professional accounting decisions.

TYPICAL TASKS/DUTIES

- Gathers, assembles, tabulates, proofs, extends, balances, summarizes, and posts fiscal, statistical, and related data; posts and maintains journals, subsidiary, and control ledgers; makes involved arithmetical computations.
- Audits documents for proper revenue and expenditure classifications; audits and corrects compiled payroll computer data reports; codes data according to prescribed accounting procedures; audits time and work reports and codes labor, equipment, and other costs for proper accounting distribution.
- Collects, balances, and accounts for warrants and funds; prepares warrants or checks; supervises the issuance of permits and the collection and receipt of funds; makes deposits.
- Reviews and checks personnel requests, prepares forms and personnel reports and related documents.
- Receives and prepares invoices of purchases for payment; audits charges and obtains discounts; prepares interdepartmental billings.
- Prepares worksheets on expenditures, receipts, and the status of funds; compiles, checks, and tabulates budgetary estimates and expenditure reports; prepares regular and special financial statements.
- Explains financial and accounting procedures to other employees and the public.
- Provides general clerical support including filing and answering telephones.
- Uses a variety of office machines, including the typewriter, adding and bookkeeping machines, cash registers, comptometers, and calculators.

KNOWLEDGE, SKILL AND ABILITIES

To successfully perform the typical tasks and duties of the position, the knowledge, skills and/or abilities listed below are required.

- Knowledge of first line supervisory skills.
- Skill in interpreting and applying policies, regulations, and procedures.

- Skill in supervising and performing the work involved in keeping complex financial and statistical records and various types of clerical records.
- Skill in operating computers and a variety of office machines.
- Skill in establishing and maintaining effective relations with others.
- Ability to function in an entrepreneurial, hands-on environment.

EDUCATION AND EXPERIENCE

Any combination of training, education, and experience which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree – courses in accounting, bookkeeping
- At least two years of experience in accounting, bookkeeping and related clerical work, preferably including governmental financial record keeping

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform this job.

While performing the duties pertaining to this position, the incumbent is regularly required to extensively make use of close vision to read reports, summaries, digests, and other documents; have color vision sufficient to distinguish written or graphic materials annotated with highlighting pens or inks; hear nuances in oral communications; have fine motor control to manipulate keyboards and multi-button telephone sets; and have a range of motion sufficient to push, pull and place books, binders and other materials on level surfaces.

WORK ENVIRONMENT

The work environment described here is representative of those an employee encounters while performing this job. The employee typically works indoors in an air-conditioned office, with a mixture of natural, incandescent and fluorescent light. Typical noise levels are muted by acoustic ceilings, carpet and sound-deadening wall panels.

OTHER CHARACTERISTICS

Variety and degree of skill required

Employees not only utilize a high level of clerical skill but, in addition, have responsibility for a departmental program involving complex fiscal record keeping. Allocations are based on the greater breadth of the activities. Incumbents must have knowledge not only applicable to fiscal policies, but also in overall departmental consideration. Employees must interpret and resolve daily problems occurring in the normal flow of work. Positions may also require skill in supervision of subordinates. Knowledge of and the ability to carry out administrative detail are of prime importance.

Supervision and guidelines available

Most assignments are determined by the natural flow of the work and are performed without specific instruction. Work methods are expected to follow standard practices except when unusual or difficult cases occur, when more specific instructions may be given.

Responsibility for independent judgment and decisions

There is considerable opportunity for the exercise of judgment and decision within the assigned functions. Since work is not closely reviewed, these decisions have the effect of finality in most cases. Errors could be costly in terms of time, public relations, and, sometimes, money.

Originality of thinking required

Originality or creativeness is used in interpreting and applying policy and precedents to unusual situations in handling problems of work organization and procedures, communications, employee training, and supervision.

Contacts

Incumbents, depending on the area of assignment may meet the public in giving information on the technical aspects of fiscal record keeping and on departmental policies, or as the supervisor of a unit having frequent public contact. However, the emphasis generally is on technical performance.

Supervision exercised

Responsibility for a function or unit of a program is the basic requirement of this position. This often includes the assignment, training, and supervision of a small group of assistants on complex work or a larger group on simpler work. The number of employees supervised, however, is not critical factor in assigning positions.