

ACCOUNTANT

DEFINITION

Under supervision, to perform accounting and fiscal analysis in the preparation, maintenance, analysis, and verification of the County's fiscal and budget records; to assist with the maintenance of information on County tax rates and rolls; to assist with the control of the County's budget; to learn the methods and procedures used by the Auditor/Controller's Office; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents perform a variety of less complex professional level accounting work. Incumbents are expected to increase their skill and knowledge of technical accounting procedures through on the job experience and training and continuing education at an accredited two or four year college taking intermediate and advanced accounting courses. Incumbents are responsible for fiscal programs including developing, monitoring and maintaining complex accounting systems; analyses and evaluates financial records and interprets and applies financial guidelines. Incumbents may also participate in development and maintenance of accounting systems in addition to acting as direct liaison to Special Districts providing direction and assistance with their financial, accounting and budgeting needs.

REPORTS TO

Auditor/Controller or who has been designated in the absence of the Auditor/Controller.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

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EXAMPLES OF DUTIES

- Performs accounting work in the establishment and maintenance of County fiscal records.
- Assists with processing additions, changes, and deletions to the County tax rolls.
- Assists with maintaining proper tax roll fiscal balances.
- Computes and figures tax penalties as appropriate.
- Assist with analyzing the impact of the tax roll changes on County revenue.
- Maintains a variety of ledgers and journals.
- Reviews fiscal records to insure proper disbursement of funds to different accounts.
- Prepares financial statements and reports.
- Assists with audits of County funds and programs.
- Assists with the analysis and approval of fund transfers, insuring that they meet program and legal requirements.
- Assists with reviewing and evaluating County and special district accounting systems to determine the need for new systems or revisions of existing systems.
- Assists with maintaining proper controls on trust accounts.
- Provides backup for payroll preparation.
- Compiles information for state financial reports.
- Gathers information for the preparation and control of the County budget.
- Operates computers, maintaining and updating files and databases.
- Operates office equipment.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with staff and the public.

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KNOWLEDGE OF

- General accounting practices and their application to a variety of accounting transactions and problems in the Auditor-Controller's department.
- Basic auditing techniques.
- Budget development and control.
- Governmental budgeting procedures.
- Office management methods and procedures.

ABILITY TO

- Perform complex paraprofessional accounting work with minimal supervision.
- Prepare accurate financial summaries and reports.
- Monitor and update fiscal reports.
- Read and interpret and apply rules regulations policies and procedures related to fiscal record keeping and accounting and/or tax collections.
- Make mathematical calculations accurately and quickly.
- Prepare narrative and statistical reports.
- Establish and maintain cooperative working relationships.

TRAINING AND EXPERIENCE

- ◆ Possession of a Bachelor's Degree in accounting, business administration or a closely related field; **OR**
- ◆ Possession of an Associate of arts Degree in accounting or business administration, including eight (8) semester units of professional accounting curriculum, and two years of paraprofessional/technical accounting experience performing duties equivalent to an Accounting Technician; **OR**
- ◆ Completion of five years of paraprofessional/technical accounting experience in the Auditor-Controller's Department/Office at the level of a Fiscal and Technical Services Assistant III or higher

SPECIAL REQUIREMENTS

Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.