

## **ACCOUNTANT**

### **DEFINITION**

Under limited supervision, to perform accounting and fiscal analysis in the preparation, maintenance, analysis, and verification of the County's fiscal records; administer and maintain the County property tax rates and rolls; do the periodic State reporting and remitting of State funds;; 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 non-property tax related professional level accounting work but are expected to increase their skills and knowledge of technical accounting procedures through on the job experience and specialized training. Incumbents are responsible for administering and maintaining the County's property tax roll, interpreting and applying Revenue and Taxation code and keeping abreast of all changes that may affect property taxes.

### **REPORTS TO**

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

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **ACCOUNTANT - 2**

### **EXAMPLES OF DUTIES**

- Processing additions, changes, and deletions to the County tax rolls.
- Prepares all tax reports and apportions taxes to entities.
- Maintains proper tax roll fiscal balances.
- Computes and figures tax penalties as appropriate.
- 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.
- Compile and calculate periodic State reporting and remitting of funds to include but not limited to: Sales & Use tax, court TC31 collections, Court facility & MOU payments.
- Complete the monthly cash counts and quarterly investment audit reviews.
- Assists with maintaining proper controls on trust accounts.
- Compiles information for state financial reports.
- 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.

## **ACCOUNTANT - 3**

### **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.
- 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**

A minimum of four (4) years of responsible experience performing a variety of accounting fiscal and analytical functions is required.

An A.A. or A.S. degree in business or related field from an accredited college is desirable.

### **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.