

ACCOUNTANT I

DEFINITION

This is accounting work of the beginning professional level in the maintenance or review of fiscal records.

Employees in this class perform professional accounting work according to established procedures and regulations. Work involves the keeping of all accounting records in a small administrative unit, the preparation of accounting and fiscal reports, the maintenance of less complex control accounts, or the review of accounting reports submitted by a field staff. Employees work under general supervision, and instructions are usually given only when they begin new work or when new procedures are instituted. Work is reviewed at completion for overall standard of performance.

EXAMPLES OF WORK PERFORMED (Any one position may not include all of the duties listed, nor do the examples cover all of the duties which may be performed.)

Posts accounting data to general ledger accounts from subsidiary reports and papers ; takes trial balances, and prepares routine financial reports; maintains expenditure and budgetary control accounts and prepares necessary reports of limited complexity relating to account status.

Analyzes correspondence, audit and investigation reports, and other records for completeness and accuracy to determine sufficiency of information and compliance with local laws; returns audit and investigation reports to field staff with specific instructions for completion; handles related correspondence by letter or telephone.

May supervise a small clerical unit in keeping of simple accounting records.

Performs related work as assigned.

KNOWLEDGES, SKILLS, AND ABILITIES

Working knowledge of accounting principles and methods and ability to apply and adapt established methods to varied accounting transaction

Some knowledge of office methods and procedures, and familiarity with the uses of standard office equipment.

Ability to perform detailed work involving written or numerical data, and to make arithmetic calculations rapidly and accurately.

Ability to prepare complete and accurate accounting reports and statements of moderate difficulty.

Ability to maintain harmonious working relationships with other employees and the public.

Accountant I Cont'd

QUALIFICATIONS

Any combination of training and experience equivalent to:

Graduation from a four-year college or university, including a minimum of 15 semester hours of college accounting courses.

NOTE:

Those applicants who do not have college degrees may substitute 2 years experience for each year of college not completed. Except no substitute can be made for the 15 semester hours.