



TITLE: Accountant I/**Position No.:** 113

DEPARTMENT/DIVISION: Financial and Management Services/Accounting Division

SUPERVISED BY: Accounting Director

NATURE OF WORK:

- Performs responsible, professional accounting work for the maintenance of a complete and accurate general ledger.

PRIMARY DUTIES:

- Computes, prepares and inputs primarily routine, with some infrequent, data for journal entries.
- Reconciles accounts, sub-ledgers, and system modules to the general ledger.
- Prepares schedules, account analysis or other work necessary for preparation of financial statements, ledgers, reports, or taxes.
- Reviews various documents for sufficient funding, coding and compliance with County procedures.
- Maintains W-9 records for the County and its fiscal agents and prepare and submit annual 1099 forms and reports.
- Serve as backup to the Payroll Coordinator.

JOB PREPARATION NEEDED:

- Any equivalent combination of the following providing necessary knowledge, skills, and abilities: Bachelor's Degree in Accounting or related field; some accounting experience.
- Knowledge of principles, methods, and practices of accounting, auditing, tax, and financial reporting.
- Knowledge of Governmental Accounting Standards Board statements.
- Prefer accounting experience with local government.
- Prefer experience with Word, Excel, and Access.

POST-OFFER REQUIREMENTS:

- Credential check.
- Criminal history and sex offender record check.

INTRODUCTORY PERIOD: 12 months

JOB LOCATION AND CONDITIONS:

- Duties are performed primarily in an office setting.
- Requires occasional work at other locations throughout the County or fiscal agent sites.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.
- Operates equipment safely and reports any unsafe work condition or practice to supervisor.
- May be required to report to work to serve customers during emergency conditions.
- May be assigned to report at a different time and location and to perform different duties as necessary.

GENERAL APTITUDES AND PHYSICAL REQUIREMENTS:

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. MENTAL ABILITIES:

- Must have ability to understand and follow oral instruction, to understand and follow written instruction, to guide and/or give instructions, and to make decisions in accordance with established procedures and policies.

II. VERBAL ABILITIES:

- Speaking/Talking: Must have ability to answer telephone, radio, or switchboard; communicate with County officials, communicate with general public, communicate with vendors, communicate with supervisors and/or with other employees, and communicate with others as necessary.
- Hearing/Listening: Must have ability to communicate with County officials, public, vendors, supervisors, and/or other employees.
- Reading (ability to read and understand text): Must have ability to read.

III. NUMERICAL:

- Must have ability to mentally perform accurate two digit calculations and perform accurate calculations aided by a calculator, adding machine, or measurement device.

IV. SPATIAL ABILITIES:

- Must have ability to comprehend forms in space and understand relationships of plan and solid objects. May be used in such tasks as blueprint reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

V. MANUAL DEXTERITY:

- Must have ability to use telephone, use calculator, use copy machines, use fax machine, and manipulate computer keyboard and mouse.

VI. FINGER DEXTERITY:

- Not essential to job function.

VII. PHYSICAL DEMANDS:

- Strength: Not essential to job function.
- Climbing: Not essential to job function.
- Standing, sitting, walking, running: Must have ability to occasionally (0-1 hour s/day) stand, occasionally (0-1 hour s/day) walk, frequently (5-7 hour s/day) sit. Running is not essential to job function. Must have ability to walk on flat terrains.
- Stooping, kneeling, crouching and/or crawling: Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees 0-5 times a day.
- Reaching, handling, fingering and/or feeling: Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands 0-5 times a day.
- Seeing: Must have ability to perceive or comprehend by the sense of sight. Necessary characteristics include focus (distinctness or clarity).

VIII. DRIVING:

- Not essential to job function.