

## ACCOUNTANT I

### **Job Summary:**

Under supervision, to perform specialized entry level professional accounting work.

### **Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Maintains and reconciles a variety of ledgers, budget control accounts, and accounting records.
2. Compiles data for special and regular financial statements and reports.
3. Makes and reviews journal entries regarding accounts receivable, expenditures and income.
4. Reviews expenditures for conformance with authorized financial procedures.
5. Assists in auditing accounting records.
6. Prepares initial reports for county, state and federal agencies.
7. Maintain banking and cash balance records. 8. Codes vouchers and cashier receipts.
- ~~8-9.~~ Process cash receipts and assist customers as needed.
- ~~9-10.~~ Provides information to staff regarding accounts and records.
- ~~10-11.~~ Assists in taking annual physical inventory of specified properties. ~~11-12.~~ Assists in preparation of special project budgets.
- ~~12-13.~~ Assists in processing and issuing bonds.
- ~~13-14.~~ Performs related duties as required.

### **Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

### **Education and Experience:**

Graduation from a recognized college or university equivalent to a baccalaureate degree or higher in accounting or finance.

### **Knowledge of:**

- Principles and practices of accounting including debit, credit, journal entries and audit.
- Office practices, procedures and machines.

**Skill and Ability to:**

- Use state and federal laws relating to financial accounting.
- Operate a computer terminal and related software.
- Apply and adapt established methods to a variety of accounting transactions and problems.
- Prepare accurate financial statements and special reports.
- Perform mathematical calculations with speed and accuracy.
- Communicate effectively in writing and orally.
- Experience interacting with the public and an ability to handle irate customers.
- Establish and maintain effective working relationships with others.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by- case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work which is primarily sedentary.
- Is subject to inside environmental conditions.