



Office of Human Resources  
Accountant Staff - CV2050  
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### General Statement of Duties

Performs entry level professional governmental accounting work applying generally accepted accounting principles to prepare, record, and review financial information while receiving training in fiscal laws, rules, regulations, and procedures.

### Distinguishing Characteristics

The Staff Accountant performs routine accounting functions under close supervision, and as the employee gains experience, assignments are performed with increasing independence. It is distinguished from an Associate Accountant that performs standard level professional governmental accounting work on routine and moderately complex assignments and receives supervision on more complex assignments. The Staff Accountant is distinguished from the Senior Accountant that performs full performance level professional governmental accounting work including analysis and presentation of financial statements, statistical reports and budget documents and consultation with management for interpretation of the data in the decision-making process.

This class is also distinguished from the Auditor series, which describes customary audit-oriented duties, and from the Agency Budget Analyst series, which describes agency representatives involved in coordinating within an agency the development of an agency's annual budget request and monitoring the expenditures of the agency's budget.

The following definitions are meant to assist in distinguishing between the three core concepts of accounting, budgeting, and finance, which are as follows:

- Accounting: Tracks, records, and reconciles financial transactions to ensure consistency and compliance with fiscal rules, and creates reports for historical records, audits, and the evaluation of financial processes and transactions.
- Budgeting: Tracks, monitors, and projects expenditures, allocates funds, oversees assets, and prepares justifications and reports with regard to a specific organizational budget and associated business needs.
- Finance: Researches, analyzes, calculates, and compiles financial data, prepares reports for business decision making, determines best use of financial resources, which includes determining interest rates, investments, and managing cash and debt.

### Level of Supervision Exercised

None

### Essential Duties

Performs assignments which are primarily routine and restricted in intricacy using well established and well defined procedures, methods and techniques, and receives instruction in the interpretation and application of appropriate fiscal laws, rules, regulations, and procedures.

Under guidance, performs regularly scheduled and routine reconciliations, ledger maintenance, delinquent account collections, journal entries and inventory controls.

Uses manual and automated methods to prepare routine revenue/expense reports, balance sheets and financial statements.

Assists with the review of financial, cost or general ledgers to identify accounting data problems, errors in coding or trends in revenues/expenditures and assists in the implementation of corrective action.

Assists with the review of contract terms, grant applications, ordinance requests and state and federal legislation for fiscal impact.

Perform other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### **Competencies**

Attention to Detail - s thorough when performing work and conscientious about attending to detail.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Learning - Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

### **Knowledge & Skills**

Knowledge of the principles and practices of accounting and auditing sufficient to be able to establish, maintain, understand and interpret various accounting systems, for general purposes or to assist others.

Knowledge of budgeting principles and practices sufficient to be able to perform a variety of duties related to the work assignment.

Knowledge of computers and software sufficient to be able to evaluate system capabilities and troubleshoot systems following implementation.

Knowledge of mathematics sufficient to be able to perform statistical computations and prepare reports.

Skill in interpreting and applying written guidelines, precedents and work practices to standardized work situations or specific cases.

Skill in recognizing non-standardized situations and preparing recommendations for problem resolution.

### **Education Requirement**

Bachelor's Degree in Accounting, Finance, or Business Administration.

### **Experience Requirement**

None

**Education & Experience Equivalency**

No substitution of experience for education is permitted.

**Licensure & Certification**

None

**Working Environment**

Subject to many interruptions.  
Pressure due to multiple calls and inquiries.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping or otherwise working with hand(s)

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words

Hearing: perceiving the nature of sounds by the ear

Repetitive motions: making frequent movements with a part of the body

Eye/hand/foot coordination: performing work through using two or more

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

**Background Check Requirement**

Criminal Check  
Education Verification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade:** V-619

**FLSA Code:** N

**Established Date:** 9/21/2018

**Established By:** LS

**Revised Date:**

**Revised By:**

**Class History:**