



ACCOUNTANT

FUNCTIONAL DEFINITION:

This is advanced professional accounting work in the preparation, maintenance and analysis of financial records and reports. The work requires the application of prescribed accounting principles to the fiscal transactions of a contract agency and may necessitate the supervision and training of subordinate staff. The functional level of this position is such that the incumbent reports to an Executive Director.

The duties inherent in positions of this class cover a wide range of accounting work. Generally, such work includes the preparation of financial analysis, trend forecasts, periodic statements/reports and associated documentation necessary to control and account for agency funds. These duties require direct responsibility for the preparation and control of budgets, accounts payable/receivable, purchasing, payroll and computer processing when applicable. Also, the incumbent will have the responsibilities of planning, directing and controlling all financial activities.

EXAMPLES OF WORK PERFORMED, KNOWLEDGE AND ABILITIES:

- Directs staff activities in the preparation and maintenance of budgets, accounting records, financial statements and related reports
- Directs and participates in internal audits
- Controls cash flow
- Prepares recommendations for improving accounting operations
- Performs accounting operations involving multiple programs and/or funding sources
- Directs monthly preparation of trail balances
- Reviews and reconciles bank and other financial statements and accounts
- Prepares and analyzes agency fiscal reports and budgeting projections
- Prepares cost estimates, amortization projections, cost/benefits and feasibility studies relate to facility/equipment acquisitions
- Supervises distribution of direct and indirect costs to appropriate cost centers
- Maintains fixed asset ledger
- Responsible for billing operations and voucher adjustments
- Establishes procedures for inventory control
- Thorough knowledge of auditing and cost accounting procedures
- Knowledge of modern office management methods
- Some knowledge of electronic and automatic data processing equipment capabilities and requirements
- Ability to plan, assign, review, train and supervise subordinate staff
- Ability to assemble, analyze and prepare reports/statements of complex financial data
- Ability to evaluate, develop and institute new forms, records, procedures and controls
- Ability to analyze and test operating effectiveness of accounting controls

REQUIRED MINIMUM QUALIFICATIONS:

Three years of progressively responsible professional accounting experience and graduation from a four-year college or university, including (15) credits in accounting; OR, four years of bookkeeping experience and (18) college credits in accounting substituted for college graduation.