

## ACCOUNTANT I

NATURE AND VARIETY OF WORK

This is entry level professional work in the accounting occupation. Work is performed under the close supervision of a higher level accountant or other designated official and in accordance with departmental policies, rules and regulations. Work is reviewed in terms of quantity and quality of work produced.

Upon the satisfactory completion of a probationary period, entry level incumbents may, at management's discretion, be non-competitively promoted to the full performance Accountant II level.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Directs the work of technical and paraprofessional employees.

Assists a higher graded professional accountant in an important complex accounting function.

Checks accounting classifications on payment requests and purchase orders.

Researches reports on individual projects showing amount authorized, funding receipts, payments and encumbrances requested.

Assists in the preparation of financial or other analytical statement.

Assists in auditing records semi-annually and preparing reports for LCM for State tax and premium adjustments.

Acts as liaison between County and other agencies in connection with contracts, insurance programs, etc.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general

occupational category and responsibility level typically associated with the employee's class of work.

KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of Generally Accepted Accounting Principles.

Knowledge of principles, methods, and practices of governmental accounting.

Ability to analyze, interpret, and submit oral and written reports on research findings.

Ability to establish and maintain effective working relationships with employees, County officials, and the general public.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting or Business Administration or a related field, or any equivalent combination of training and experience which will enable the applicant to perform the duties.

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