

ACCOUNTANT III

NATURE AND VARIETY OF WORK

This is senior level professional and administrative accounting work. Incumbents are responsible for performing complex accounting activities in a variety of functional areas. Such positions work with a considerable degree of latitude for independent judgment, action, and initiative when expediting complex accounting assignments and projects. Incumbents provide technical guidance and training to subordinate level positions. Work is performed under the general supervision of a higher level accountant or other designated officials in accordance with departmental policies, rules, and regulations. Work is evaluated in terms of quantity and quality of work produced.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs complex assignments within key functional areas of accounting.

Performs the more complex reconciliation of designated accounts and funds in key functional areas.

Reviews, analyzes, audits, and researches financial statements, funds and reports in key functional areas.

Provides advice and guidance to various departments and agencies concerning financial/accounting policies and procedures.

Reviews monthly Trial Balances.

Provides direction to lower level accounting personnel.

Acts as liaison between County and other agencies.

Compiles data received from various agencies and determines appropriate basis for allocation of costs to various cost categories; develops cost allocation plan in accordance with Federal guidelines and prepares required schedules and supporting workpapers.

Provides input to the preparation of budgets.

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:

Working knowledge of Generally Accepted Accounting Principles.

Working knowledge of principles, methods, and practices of governmental accounting.

Ability to coordinate the activities of subordinate personnel.

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

Ability to analyze the functions and procedures of the division and suggest modifications or improvements.

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

Ability to prepare detailed reports originated by management.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting or Business Administration or a related field, plus at least two (2) years of professional accounting experience; or any equivalent combination of training and experience.

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