

## ACCOUNTANT IV

NATURE AND VARIETY OF WORK

This is principle level professional and administrative accounting work. Incumbents assist the supervisor in the preparation, installation and maintenance of complex accounting documents, records and systems within a division or section. Such technical positions may lead/coordinate subordinate positions but the complexity of major accountant work assignments and the high degree of independent judgment, action, and initiative exercised in conjunction with such projects may equate to the IV level. Work is performed under the general supervision of an Accountant V or other designated superior. Work performance is evaluated in terms of reports, conferences and conformance with departmental policies, procedures and regulations.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs principal professional accounting work within a major accounting function.

Plans and coordinates the activities of a major and complex accounting project or assignment from its initial inception to its ultimate completion in accordance with administrative directives and established procedures.

Provides professional/technical advice and support to department heads, management, officials and staff.

Prepares detailed recommendations, narrative reports, and related work products reflective of respective divisional or sectional mission, goals and objectives.

Compiles data received from various agencies and determines appropriate basis for allocation of costs; develops cost allocations plans in accordance with established procedures, rules and regulations and prepares required schedules and supporting working papers.

Leads subordinate level professional, para-professional and clerical personnel in the performance of accounting functions.

Participates in the development and training programs for subordinate accounting personnel.

Prepares, and/or reviews monthly Trial Balances.

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:

Extensive knowledge of Generally Accepted Accounting Principles.

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

Ability to lead/coordinate the activities of subordinate personnel.

Ability to analyze, interpret, and submit oral and written reports.

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.

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 a Master's degree in accounting plus one (1) year of professional accounting experience; or any equivalent combination of training and experience.

REVISED: 10/88