

ACCOUNTANT V

NATURE AND VARIETY OF WORK

This is management level, professional and administrative accounting work performed in conjunction with the administration of a major accounting development or program. Incumbents provide key management level, administrative, and technical support to an Accounting Services Manager or may function as a section chief in functional areas characteristic of the department. Significant aspects of the work include interpreting and explaining the more complex details of accounting policies, procedures, laws, and regulations to County personnel in resolving the most complex programmatical problems or issues.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Assists the Accounting Services Manager in the overall administration of a major accounting or financial program.

Conducts and assists in various special projects involving preparation of financial information, financial studies, statistical data or other related studies, data as required.

Prepares budgets for the assigned function.

Assists the Accounting Services Manager in developing policies and procedures to ensure that financial activities are recorded using sound business practices and with strong internal control.

Attends meetings with other agency representatives to assess financial reporting and informational needs.

Conducts training, employee counseling and performance evaluations.

Supervises the office in the absence of supervisor.

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 principles, methods, and practices of governmental accounting.

Extensive knowledge of laws and regulations pertaining to County, and State taxes.

Extensive knowledge of business management practices.

Ability to plan, organize and direct the work of accounting and clerical employees.

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 good working relationships.

MINIMUM QUALIFICATIONS

Masters Degree in accounting, public/business administration, or a closely related field, plus two (2) years of progressively responsible administrative and budgeting experience; or an equivalent combination of education and experience.

REVISED: 10/88