

# ACCOUNTANT

## **JOB PURPOSE AND SUMMARY**

Provides high level professional accounting expertise to the maintenance and control of complex fiscal records, reports and systems. Responsibilities include analyzing financial and investment data; preparing forecasts and financial accounting research and interpretations within the designated County department. May provide training and daily direction to lower level accounting support staff.

## **CLASSIFICATION DISTINCTIONS**

This is the highest level professional accountant classification responsible for independent, complex, advanced accounting work. Incumbents work under broad direction and exercise considerable judgment in applying accounting principles. Generally, assignments within this classification include independent responsibility for maintenance of assigned funds, accounts or distinct components. The professional level accountant is distinguished from the accounting assistant levels in the application of advanced skills in analysis, research and interpretation, type of contribution to systems and procedure development, and greater independent decision making.

**KEY OR TYPICAL TASKS AND RESPONSIBILITIES** - Duties may include but are not limited to the following:

- Prepare and oversee the preparation of detailed, complex financial accounting reports and statements.
- Analyze financial and investment data and develop forecasts of expenditures and revenues; analyze and recommend investment instruments in accordance with investment policy.
- Track expenditure levels; arrange fund transfers; reconcile expenditures or receipts and allocate according to established formula.
- Perform cash management functions for grant funding sources; conduct cash flow analysis; forecast cash needs, order cash, monitor cash balances and maintain checking balances.
- Research and interpret accounting related investment and financial issues; develop recommendations for policies and procedures and contribute to department fiscal planning.
- Evaluate, select and initiate appropriate investment action; confer with special taxing districts on investments and cash flow.
- Researches and initiates planning and procedural changes related to area of assignment; interact with and respond to inquiries from business managers and elected official of

agencies, districts, or departments regarding financial accounting, investment and fund balance reports.

- Supervises the work of paraprofessional accounting assistants and/or clerical staff.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

A Bachelor's degree from an accredited college or university in accounting, finance, business administration or related field and two (2) to four (4) years of increasingly responsible professional accounting experience, at least one of which is directly related to the work of the position. Certification as a Certified Public Accountant is highly desirable.

Any combination of training and experience that would provide the required knowledge, skills and abilities will be considered.

**Knowledge of:** Theory and practice of governmental accounting, particularly as related to County operations; federal, state and local laws governing accounting procedures and systems; investment instruments, maturity calculations, and methods of evaluating liquidity; computer applications, especially those related to financial reporting systems such as Lotus 123, Data Base, word processing and graphics; principles and practices of supervision.

**Ability to:** Plan, implement, and coordinate financial and/or investment accounting programs for the assigned department; research and analyze complex accounting and investment data; prepare clear, concise and detailed financial reports and present data to managers; evaluate and recommend financial accounting policies and procedures; supervise, direct and motivate the work of others; communicate clearly and concisely both orally and in writing; interpret and explain County financial and investment policies; use computerized financial reporting systems; establish and maintain effective working relationships with those contacted in the course of work.

### **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

Incumbents typically work in an office setting. Work involves management of multiple priorities and can involve face-to-face interactions in stressful or sensitive situations.

Essential tasks include use of the telephone and personal computer, writing, driving a county or personal vehicle and traveling to conferences, meetings and seminars.