

ACCOUNTANT I

DEFINITION

To perform accounting and auditing functions, including the examination, analysis, maintenance, reconciliation, and verification of fiscal records.

DISTINGUISHING CHARACTERISTICS

This is the entry-journey level class in the Accountant series. Positions assigned to this class are expected to have had a professional accounting or auditing background, perform professional tasks within the District accounting system, and provide auditing services.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the departmental manager and/or the Comptroller/Assistant Chief Fiscal Officer.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

Review, prepare, code, and process invoices for payment; review, prepare, and code payments made on accounts receivable and returned checks; prepare journal entries.

Review, prepare, code, and assign debtor numbers on accounts receivable invoices and returned checks; maintain records for returned checks.

Audit check register of accounts payable prior to finalization of warrants; audit budget transfer and journal entries for accuracy and acceptability.

Prepare financial statements, reports and claims for reimbursement for specially funded state and federal projects as assigned.

Monitor and maintain budgets; prepare budget revenue transfers; assist with entering line-item budgets.

Issue and maintain account codes.

Research, analyze, and verify accounts to prepare special reports as required.

Assist in fiscal year-end closing of District records and preparation of related reports; prepare journal entries.

Receive and review computer attendance reports; compute average daily attendance for state apportionment.

Review use of facilities permits and invoices for compliance with Board policy; record accounts receivables.

Correspond with federal, state and local agencies regarding reports; type business letters, memos and reports.

(Over)

EXAMPLES OF DUTIES (CONTINUED)

Provide assistance to outside auditors concerning specially funded projects and respond to audit findings.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

General accounting and auditing principles.
Applicable federal, state, and District policies, procedures, rules and regulations.
Modern office practices, procedures, methods, and equipment.

Skill to:

Apply general auditing and accounting principles and procedures in the work performed.
Analyze data and draw sound conclusions.
Prepare clear, complete and concise reports.
Communicate effectively and tactfully in both oral and written form.
Understand and carry out both oral and written instructions in an independent manner.
Make mathematical calculations with speed and accuracy.
Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

One year of responsible professional accounting or auditing experience. Prior experience in the accounting systems of the District is desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, business, fiscal management, or a related field.