



ACCOUNTANT 3

Job Code: 003BOE
Bargaining Unit: 06
Effective Date: 2/19/1999

Description of Work

General Statement of Duties

Performs skilled level professional accounting and auditing work in the maintenance of complex general departmental funds and financial reports; and performs related duties as required.

Supervision Received

Works under the general supervision of a higher level accountant, a division manager or a department director.

Supervision Exercised

Exercises general and technical supervision over clerical and lower level technical and professional accounting staff.

Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Maintains budgetary control accounts; prepares budgets, budgetary reports and statements.

Prepares recommendations for future budgetary requirements and plans.

Designs and installs accounting systems and procedures within a department.

Supervises, schedules and plans work procedures and coordinates the receiving, disbursing, recording and reporting of funds.

Determines proper accounting procedures and methods and recommends changes in procedures as needed.

Performs internal auditing work of a complex or advanced nature in examining and verifying the accuracy of a variety of accounting reports, records, documents, statements and other financial information.

Reviews procedures and makes recommendations to improve the use of financial resources.

Prepares project cost studies and analyses.

Compiles, writes and presents complex accounting reports.

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Typical Duties Performed (continued)

Prepares financial statements, periodic financial reports and forecasts on various aspects of funds and projects.

Knowledge, Skills and Abilities

Considerable knowledge of advanced governmental accounting, auditing and financial reporting.

Considerable knowledge of laws, regulations and administrative decisions regarding departmental accounting.

Considerable knowledge of governmental appropriation and budget principles and administration.

Considerable knowledge of auditing standards and practices.

Considerable ability to use standard spreadsheet, database and mainframe computer software to analyze and forecast financial performance of funds and projects, as well as, to improve the use of financial resources.

Considerable ability to use microcomputers, computer terminals, calculators and other equipment.

Considerable ability to conduct analyses to forecast potential financial problems.

Considerable ability to plan, organize and supervise work.

Considerable ability to communicate, both orally and in writing.

Minimum Qualifications

Bachelor's degree in accounting, business administration, public administration or a related field and 24 quarter credits or equivalent semester credits in accounting courses and five years of experience in accounting, at least two years of which must have been as an Accountant 2 or equivalent. (No substitution for education.)