



## ACCOUNTANT 1

Job Code: 001BOE  
Bargaining Unit: 06  
Effective: 2/19/1999

### Description of Work

#### General Statement of Duties

Performs entry level professional accounting work in the preparation and maintenance of ledgers and reports; and performs related duties as required.

#### Supervision Received

Works under the moderate and technical supervision of a higher level accountant or a division manager.

#### Supervision Exercised

May exercise technical supervision over clerical and lower level technical accounting staff.

### Typical Duties Performed

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

Records financial transactions in journals and ledgers for use in preparing trial balances and individual fund statements.

Verifies and audits figures, prepares reports and other financial information and makes analyses of reports.

Assists higher level accountants in maintaining departmental accounting systems, compiling and preparing budget and financial reports and statements, monitoring budget control accounts, and analyzing revenues and expenditures.

Maintains and monitors accounts receivable or accounts payable records by verifying account status with transaction records, analyzing transactions for accuracy and compliance to procedures, identifying variances and making corrections, following up with delinquent accounts receivable procedures, and preparing related financial reports and records.

## **ACCOUNTANT 1**

### **Typical Duties Performed (continued)**

Assists higher level accountants or managers with the preparation of the annual financial report or independent audit.

Prepares financial statements and periodic financial reports including monthly, quarterly and annual reports.

### **Knowledge, Skills and Abilities**

Working knowledge of basic governmental accounting principles, theories and practices.

Working knowledge of financial elements of spreadsheet, database and word processing software.

Working knowledge of auditing standards and practices.

Working ability to use standard spreadsheet, database and mainframe computer software to analyze accounts.

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

Working ability to apply and adapt established accounting procedures to a variety of accounting transactions, problems and situations.

Working ability to analyze and interpret accounting records.

Working ability to communicate, both orally and in writing.

### **Minimum Qualifications**

Bachelor's degree in accounting, business administration, public administration or a closely related field and 16 quarter credits or equivalent semester credits in accounting courses. (No substitution for education.)