

KITSAP COUNTY CLASS SPECIFICATION

TITLE: ACCOUNTANT I

DEPARTMENT: Personnel & Human Services

REPORTS TO: Accounting/Finance Manager I

SUPERVISES: May provide work direction/supervision to Fiscal Technicians

GENERAL STATEMENT:

Performs the first level of professional accounting work to provide management with necessary financial information for operation of a division or broad departmental program. Examples of duties include: maintaining grant ledgers, internal and external financial reporting, payroll, and inventory control. Position may have lead or supervisory responsibility.

Work is performed with minimal supervision and employee has relative independence and latitude for exercising independent judgment and initiative within statutory requirements and established policies, guidelines and procedures. Work is reviewed periodically by the supervisor for accuracy, statutory conformance and compliance with grant performance standards.

ILLUSTRATIVE EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Essential Job Functions:

Prepare and maintain full accrual accounting of grant funds, preparing necessary journal entries, posting, reconciling and balancing all subsidiary ledgers and the general ledger.

Prepare financial reports and statements required by granting authorities for grant funds; compile data from all accounting records and verifies accuracy to record balance, revenues and expenditures for statements.

Coordinate the billing, costing, receipting and updating of account records; classify, record and balance income and expenditures to proper accounts in accordance with BARS and County procedures.

Maintain accurate records of fixed assets by balancing detailed inventory with physical inventory of fixed assets.

Review subsidiary journals, registers and other original entries and documents prepared by employees to verify accuracy of computations and propriety; perform related accounting duties of a moderately complex nature.

Assist supervisor in maintaining complex grant fund accounting and preparing special reports or projects requiring extensive research, interpretation or analysis of financial data.

Advise, assist and train Fiscal Technicians as necessary; participate in the hiring discipline, transfer and termination of subordinate employees.

Assist in the development and modification of specific aspects of the existing accounting system to improve procedures and assure conformity to policy and accounting principles and standards.

Respond to inquiries from other departments, organizations and the general public; provide information within scope of knowledge or refers to appropriate sources.

Appear for scheduled work with regular, reliable and punctual attendance. Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy. Effectively plan and organize work and complete tasks within prescribed timeframes.

Other Job Duties:

Perform other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Accountant I is distinguished from higher level accounting positions by its performance of moderately complex accounting functions requiring lower levels of knowledge and by the lack of full supervisory responsibility.

WORKING CONDITIONS/PHYSICAL ACTIVITIES:

Work is performed primarily in an office environment. This position requires sitting, frequently for long periods of time. The ability to review written documents, operate a personal computer/computer terminal and 10-key adding machine, and to manually post figures is required. This position also requires substantial phone contact that requires the ability to communicate effectively.

KNOWLEDGE AND ABILITIES:

Knowledge of: Professional accounting principles, theories, concepts, practices and terminology. Inventory control systems. Basic automated data processing principles and accounting applications. Modern office practices and procedures. Governmental accounting principles and procedures desirable. Basic terminology applicable to area of assignment helpful. The use and care of personal computers/computer terminals, associated peripheral equipment and computer software.

Ability to: Analyze, interpret and prepare accounting reports and financial statements using generally accepted accounting principles. Read, interpret and apply state and local laws, rules, regulations and guidelines governing accounting procedures (including BARS and GAAP). Classify accounting transactions and maintain and reconcile accounts. Communicate effectively, both orally and in writing. Establish and maintain effective working relationships as necessitated by the work of the position. Provide work direction and review the work of others as directed.

QUALIFICATIONS:

Bachelor's Degree in accounting or business administration with major coursework in accounting and one year of professional accounting experience related to the requirements of the position is required; or any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work. Previous experience using spreadsheet programs is desirable.

LICENSES, CERTIFICATES & OTHER REQUIREMENTS:

Must be able to meet all traveling requirements of the position. If utilizing a personal or County owned vehicle in the performance of County work, must possess and maintain a valid Washington State Driver's License and the appropriate amount of automobile insurance.

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