

**CLASS SPECIFICATION FOR**  
**Accountant I**

**GENERAL STATEMENT OF DUTIES:** Develops, reviews and modifies accounting procedures and supervises the installation of new or revised systems or procedures; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** The employee in this class uses professional accounting knowledge in developing, reviewing and modifying accounting procedures, systems and policies. An incumbent has considerable latitude for discretion and the exercise of professional judgment in revising and modifying procedures, systems and processes. Although supervision on a day-to-day basis is usually not exercised over other employees, the incumbent provides direction and guidance in the installation or modification of accounting systems or procedures. In connection with grant programs, the incumbent demonstrates understanding of diverse and complex terms and conditions of grant applications and awards affecting financial administration and maintains liaison with operating departments and division heads. Work is performed under general supervision.

**EXAMPLES OF WORK** (Illustrative only):

- Reviews present accounting procedures and policies and recommends changes or modifications which are designed to increase their efficiency and effectiveness;
- Reviews present accounting practices to assure conformance with generally accepted accounting principles;
- Develops and modifies detailed account procedures, policies and systems in order to meet the changing requirements of the expanding County administration;
- Advises department heads and other officers on accounting policies and interprets and applies them to various County functions;
- Makes special accounting studies and analyses of various activities of the County government;
- Assists in the preparation of special financial statements and reports for the information and guidance of County officials;
- Prepares work sheets for departmental expenditures statements;
- Maintains major records of accounts for County and prepares complex periodic and special accounting and other reports;
- Reviews grant applications to determine financial requirements and budgetary feasibility;
- Maintains reference files of laws and regulations incorporated in grant applications or awards;
- Reviews grant awards prior to acceptance and identifies fiscal requirements;
- Initiates establishment of separate account for each grant in official record;
- Maintains surveillance of official account to ensure transactions conform to grant terms;
- Provides assistance in audit of grant transactions by authorized personnel;
- From official records and reports, prepares reports of expenditures for approval of Director of Finance or other designated official;
- Prepares summary reports of grant transactions;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of principles, methods and practices of accounting; some knowledge of the principles underlying the laws, ordinances and regulations governing financial operations; some knowledge of modern business management practices; some knowledge of data processing applications and procedures; ability to understand complex instructions, including federal regulations; ability to devise and apply modern accounting procedures; ability to plan, organize and direct the installation of accounting systems and procedures; ability to analyze and interpret fiscal and accounting data and to prepare appropriate statements and reports; ability to establish and maintain effective relationships with coworkers; good professional judgment.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from college with a bachelor's degree in accounting and, preferably, one (1) year of professional accounting experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.