ACCOUNTANT I/ II

DEFINITION

Classes in this series perform a variety of professional accounting duties, where extensive, varied accounting and auditing functions are performed; and do other related work as required.

DISTINGUISHING CHARACTERISTICS

Accountant I: The Accountant I classification is the entry-level position in the series. Incumbents work under close supervision, performing the more routine para-professional accounting and auditing duties and provide fiscal administrative support for designated programs.

Accountant II: The Accountant II is the journey-level position in the series. Incumbents work under general supervision, independently performing complex professional accounting and auditing duties; oversee accounting work of the fiscal department; acts as team leader training and advising junior staff members.

TYPICAL TASKS
- maintains court accounting records;
- prepares reviews and analyzes all types of accounts and records of financial transactions;
- may lead a staff of professional accountants and/or clerical personnel;
- appraises and evaluates existing accounting methods and recommends improvements;
- assists in budget preparation;
- oversee payroll processes;
- grant administration and tracking;
- prepares statistical and financial reports;
- establishes and maintains effective accounting controls;
- may be assigned responsibility for general business activities of an organizational unit.

EMPLOYMENT STANDARDS

Knowledge of:
- generally accepted accounting and auditing principles and practices;
- accounting -related computer applications both standard and court developed;
- principles and practices of financial administration including: financial reporting, budgeting, payroll and purchasing, accounts payables and receivables, closing the books and the preparation of financial statements and bank reconciliations:
- principles of governmental accounting and budgeting;
- mathematical techniques involved in collecting, organizing, interpreting, summarizing, analyzing and presenting numerical data;

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Bargaining Unit: 27
Job Grade: G31

- modern office methods and procedures.

Ability to:
- apply accounting principles and procedures to solve operational problems;
- plan, organize and direct the work of others;
- analyze data and situations, draw sound conclusions and adopt effective solutions;
- prepare, examine, and verify financial documents and reports;
- analyze, interpret and explain financial policies and procedures;
- communicate effectively, both orally and in writing;
- establish and maintain effective working relationships with staff at all levels in the organization.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing sufficient to communicate effectively. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 10 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; sitting and/or standing for prolonged periods of time.

EXPERIENCE/EDUCATION

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

Accountant I: Graduation from an accredited four-year college or university in Accounting, Business Administration, or a closely related field, including 12 semester units of Accounting; - **Or -** Graduation from an accredited four-year college or university, including two years progressively responsible accounting.

Accountant II: The above education, AND: One year of experience at the Accountant I level.