

METRO Classification Description

Title: Accountant I
Job Code: 6001
Pay Range: 12
FLSA Status: Non-exempt

Bargaining Unit: AFSCME 3580
Established: 2007
Revised:

Classification Summary:

Perform professional accounting duties of limited complexity. Prepare, maintain, balance and analyze financial data for posting to general ledger and other fiscal records to reflect accurate accounting and distribution of income and expenses in accordance with professional standards. Reconcile accounts and adjust discrepancies. Assist in maintaining accounting systems.

Supervision Received:

Supervision is received from a Supervisor or Manager.

Supervision Exercised:

Does not supervise.

Distinguishing Features:

This is the entry-level in the professional accounting classification series. It is distinguished from Accountant II by working with limited independence on less varied and less complex assignments.

Essential Functions:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee in this classification may be expected to perform:

1. Reconciles and analyzes bank statements to the general ledger to assure accuracy. Performs research on accounting transactions. Adjusts discrepancies through journal entries or through contact with other staff.
2. Reconciles and analyzes asset and liability accounts in the general ledger to assure accuracy.
3. Creates or maintains procedures in a specific accounting area.
4. Assists department personnel in preparing and maintaining accounts of their financial transactions; audits their accounts and entries periodically to ensure compliance.

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5. Conducts special projects as requested. Compiles, analyzes and summarizes accounting data in a meaningful manner.
6. Responds to inquiries from other departments and the public; provides information when authorized or refers to the appropriate sources.

Secondary Functions:

1. Performs other related duties as assigned.

Job Specifications:

Bachelor's degree in accounting and one year of accounting experience; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Knowledge, Skills and Abilities:

1. Governmental accounting principles and practices
2. Computerized accounting software, systems, and Excel spreadsheets
3. Accurately and timely prepare accounting reports, using generally accepted accounting principles
4. Organize and prioritize accounting projects to meet deadlines
5. Analyze and interpret moderately complex financial data
6. Communicate effectively, both orally and in writing
7. Establish effective working relationships with other staff and the public
8. Operate standard office equipment, such as a calculator, fax, photocopier, printer and computer

Working Conditions:

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires good general hearing (both in person and over the phone) and frequent periods of fingering, talking (both in person and over the phone), feeling, handling, and repetitive motions of the hands and/or wrists. May also require occasional standing, walking and reaching.