



Staff Accountant

Finance Division

Essential Functions:

- Processes daily tasks to verify, recognize and transfer accounts receivable.
- Maintains complex ledgers and controls, performs balancing operations, and prepares fiscal statements and analysis.
- Reconciles, or notes and reports, discrepancies found in records and collaborates with others to resolve.
- Analyzes reports, transaction details, and spreadsheets, in order to summarize financial data utilized in financial reporting.
- Inspects accounting books and systems for efficiency, effectiveness, and use of accepted accounting procedures to record transactions.
- Compiles statistical, financial, accounting or auditing reports and tables pertaining to cash receipts, expenditures, accounts payable and receivable.
- Researches, compiles, and prepares reports, manuals, correspondence, and other information required by management and other governmental agencies.
- Prepares and reviews reports for accuracy of application of accounting principles, and conformity with established departmental policies.
- Collects data to detect deficient controls, duplicated effort, extravagance, fraud, or non-compliance with agency's system of internal controls, and agency/state/federal policies, procedures, laws, and regulations.
- Verifies financial transactions, figures, postings, and documents for correct entry, mathematical accuracy, and proper coding; and makes corrections when needed.
- Applies professional accounting concepts to routine processing and reporting, as well as more complex tasks.
- Performs related or similar duties as required or assigned.

This is professional accounting and auditing work. Accounting functions which may be performed by an incumbent in this position include: the maintenance of various accounting ledgers reflecting a variety of funds; the maintenance of controls and balances on a variety of accounting activities; and the preparation of fiscal statements and reports from various sources.

Auditing functions which may be performed by an incumbent in this position include analyses of accounts, transactions and testing of transactions for compliance with established laws, rules, and regulations. Further, the incumbent may conduct and/or participate in analyses of department accounting functions to determine the legality of fiscal activities and the effectiveness of accounting systems. Also, the incumbent may be responsible for assisting in directing the disbursement of agency funds in accordance with approved policies and procedures. In addition to thorough grounding in principles of accounting and standards of auditing, the incumbent

should develop knowledge of state and federal laws in relation to financial administration and familiarity with various accounting systems in the agencies' accounting procedures that may provide more efficient operation and better internal control. Work is performed in accordance with established regulations, procedures, and administrative directives and under the direction of an administrative superior, accountant, or auditor of a higher classification. Supervision may be exercised over subordinate accountants or auditors, accounting clerks or other clerical personnel.

Experience:

- At least 1 year of experience in work related to the duties above.

Education:

- A Bachelor's Degree in Business Administration from an accredited four-year college or university with a minimum of 36 hours of Accounting from any of the following courses:

Principles of Accounting I
Principles of Accounting II
Auditing
Intermediate Accounting I
Intermediate Accounting II
Advanced Accounting
Governmental Accounting
Federal Income Tax
Advanced Auditing
Cost Accounting
Managerial Accounting
Accounting Systems
Advanced Income Tax