

ACCOUNTANT

DISTINGUISHING FEATURES OF THE CLASS: Employees in this accounting position are responsible for the maintenance and analysis of accounts and the preparation of financial reports. Direct supervision is received with an allowance for the exercise of independent judgment in accordance with established objectives, policies and procedures. Work is performed using both automated and manual accounting systems. Supervision may be exercised over a small number of clerical personnel. This position reports directly to the Assistant Director of Finance. Related work is performed as required.

TYPICAL WORK ACTIVITIES:

- Maintains general records of accounts including general and subsidiary ledgers, making adjustments or entries and preparing financial summaries;
- Develops and updates financial reports using personal computer software such as spreadsheet and database programs;
- Confers, in person and in writing, with internal accounting and clerical personnel, departments, municipalities and businesses relative to accounting matters;
- Prepares, independently, standard or specialized financial reports;
- Verifies claim vouchers for payment;
- Advises others as requested regarding automated financial systems, according to established accounting procedures;
- Integrates and reconciles manual records with automated accounting systems;
- Sets up accounting systems to ensure compliance with federal regulations and state requirements for grant accounting and reporting;
- Takes trial balances;
- Instructs others on methods for routine posting, filing and related accounting activities.

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of accounting principles, practices and procedures;
- Knowledge of arithmetic and statistical principles and practices commonly applied in the accounting field;
- Ability to establish and maintain accurate accounting records;
- Ability to analyze and resolve accounting problems;
- Ability to examine and analyze financial records;
- Ability to establish and maintain accounting records and prepare reports with the use of a personal computer;
- Ability to follow directions;
- Ability to communicate effectively both orally and in writing;
- Ability to establish and maintain good working relationships with others.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

- All the entry level KSA's PLUS:
- Knowledge of legal regulations and RHA directives governing the municipal accounting system and their application to departmental operations;
- Knowledge of the RHA's automated accounting system;
- Ability to interpret State, Federal and local government laws and rules pertaining to the preparation of financial records;
- Ability to act in a lead capacity in the preparation of statements and reports;
- Ability to train others as required.
- Ability to plan and assign the work of others.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent, AND;

A) Bachelor's degree in Accounting;

OR

B) Bachelor's degree in Economics, Finance, Business Administration, or closely related field with a minimum of eighteen (18) semester credit hours in accounting, plus one (1) year experience in accounting and/or auditing.

OR

C) Associate's degree [or completion of sixty (60) college semester credit hours] which includes a minimum of eighteen (18) semester credits in accounting, plus two (2) years of experience in accounting and/or auditing.

REVISED: AUGUST 20, 1992

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