CLASS TITLE: **ACCOUNTANT**

DEFINITION:

Under general direction, performs highly technical work in analyzing, evaluating, monitoring, reconciling, processing and reporting financial information, and performs related work as required.

EXAMPLES OF DUTIES:

- Supervises and participates in the completion and recording of financial transactions and the issuing of financial statements
- Reconciles district cash to the County Treasurer
- Prepares cash flow analysis
- Performs work of an analytical nature in reviewing the accuracy of financial transactions within district General Ledgers
- Prepares complex financial reports that could have significant impact
- Supervises the audit of claims
- Audits budgetary classifications of expenditure documents
- Verifies, audits, codes and processes documents
- Audits and distributes receipts and revenues to proper accounts
- Answers inquiries regarding procedural problems
- Establishes and maintains pertinent files and records
- Prepares and reconciles accounting reports
- Posts to journals and ledgers
- Trains and supervises subordinate employees
- Operates standard office equipment
- May be required to travel to businesses outside the district

DESIRABLE QUALIFICATIONS:

Training and Experience:

A combination of training and experience equivalent to some college-level accounting coursework and four years of accounting experience.

Knowledge of:

- Accounting principles and practices including an overall understanding of the general ledger, cost accounting and financial reporting
- Office practices, procedures and equipment
- Laws, regulations, policies and specialized recordkeeping procedures relevant to the department
- Computers and software

Skill in:

- All phases of financial record keeping
- Preparing accurate and complete financial reports
- Establishing and maintaining effective work relationships
- Training others
- Operating a variety of office equipment

Ability to:

- Operate a computer and related software

Licenses and Certificates:

- Valid California driver's license