

Accountant I

Definition:

Under general supervision, to perform a variety of professional level accounting work of limited scope in the areas of accounting, auditing of financial transactions, budget administration and/or fiscal operations, such as examining, analyzing, maintaining, reconciling and verifying complex financial records.

Distinguishing Characteristics:

The Accountant I classification is the first level in the professional Accountant series. Accountant I is the working level class where the fiscal programs are of a routine nature and of limited scope. Work is initially performed under the close supervision of a superior, and, as experience is gained, the employee is given greater freedom of action of the more routine, technical aspects of the work.

Accountant I is distinguished from Accountant Assistant, the next lower paraprofessional level, in that the Accountant Assistant works under the direct supervision, and in support of, professional accountants.

Typical Tasks:

- Verifies, screens and may approve fiscal documents such as vouchers, warrants, requisitions, purchase orders, and invoices;
- Records transactions in subsidiary and general ledgers;
- May oversee routine fiscal work performed by clerks;
- Prepares trial balances, reconciliations, and spreadsheets;
- Prepares a variety of accounting, statistical, and narrative reports for departmental use;
- Reconciles manual records to financial systems output;
- Prepares bank reconciliations;
- Prepares journal entries and reconciliations of the general ledger;
- Reviews documentation submitted for accuracy and conformance to legal and procedural requirements, as well as adherence to internal controls;
- Maintains current knowledge of accounting and reporting requirements, policies and procedures; recommends accounting and report changes to ensure compliance with governmental requirements and regulations;
- Makes verbal presentations and conducts training on accounting policies and procedures;

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- Explains the implications of complex accounting matters to non-financial managers and decision makers;
- Assists with audits;
- Prepares audit lead schedules;
- May be assigned as a Disaster Service Worker, as required;
- Performs related work as required.

Employment Standards:

Sufficient education, training and experience to demonstrate the possession and direct application of the following knowledge and abilities:

Training and Experience Note: The knowledge, skills and abilities required to perform this function are acquired through possession of a Bachelor's Degree in Accounting, Auditing, Business Administration (with an emphasis in Accounting, Finance, or Economics), Economics, Finance or closely related field.

OR

Possession of sixty (60) semester units or ninety (90) quarter units of college, of which twelve (12) semester units or fifteen (15) quarter units must be in accounting and/or auditing.

and

Two (2) years of experience equivalent to Accountant Assistant in the County of Santa Clara. Relevant experience includes experience compiling and maintaining a wide variety of fiscal, accounting, financial or statistical data.

Certified Public Accountant (CPA) may substitute for one (1) year of the experience requirement.

Special Requirements

- Some positions may require Live Scan screening as part of the background check process.

Knowledge of:

- Generally Accepted Accounting Principles (GAAP);
- Auditing principles and procedures;
- Business law;

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- Current fiscal systems and software applications;
- Applicable laws, codes and regulations;
- Principles of financial auditing and reconciliation;
- Office practices and procedures, including record keeping systems;
- Automated accounting systems and spreadsheets.

Ability to:

- Effectively communicate verbally and in writing with co-workers, management, the public and others contacted in the course of work;
- Prepare clear and concise reports;
- Establish and maintain effective working relationships with those contacted in the course of the work;
- Analyze and evaluate accounting data;
- Learn and understand Governmental Accounting Standards Board (GASB) Statements, Interpretations, and Technical Bulletins;
- Learn and apply County financial policies and procedures and applicable departmental policies and procedures;
- Verify the accuracy of financial transactions and reports;
- Ensure proper authorization and documentation of accounting transactions;
- Exercise independent judgment within policy and procedural guidelines;
- Understand and apply relevant principles, laws, rules, regulations and procedures;
- Audit, analyze and evaluate financial and statistical data;
- Prepare, maintain and reconcile a variety of accounting and financial records, documents and reports;
- Use various computer applications and software in support of accounting activities.

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