

ACCOUNTANT III

DEFINITION

Under general direction, performs complex professional accounting work in the recording and reporting of financial transactions; to develop and monitor budgets; and to prepare financial statements and reports and related duties as required.

DISTINGUISHING CHARACTERISTICS

Accountant III is the advanced journey-level and lead classification in the accounting series. Incumbents at the III level independently perform complex professional accounting duties, and provide lead direction of accountants; incumbents may supervise other technical and clerical level staff.

SUPERVISION RECEIVED AND EXERCISED

Accountant III receives direction from departmental management staff; exercises supervision over clerical, technical and professional accounting staff.

EXAMPLE OF DUTIES - Duties may include, but are not limited to, the following:

Prepares reports on accounting activities relating to funds, grants and programs.

Performs the most complex accounting work, including determining cost allocation methods, managing funds, and calculating billing rates.

Provides information for and prepares periodic accounting and fiscal reports to internal units, federal, state, and local agencies and/or to private auditing firms as required by governing agencies.

Prepares journal entries for programs, grants and related accounts; posts entries to general ledger; reconciles balances; transfers funds and closes accounts as appropriate.

Prepares various financial statements including worksheets, balance sheets, income statements, statements of cash flow, adjusting and closing balance sheets and depreciation schedules.

Monitors the status of various grants including analyzing the availability of funds, reviewing expenditures, and ensuring that activities are in compliance with grant regulations.

Reconciles bank account balances and bank statements.

Maintains the budget for a variety of capital projects; reviews supplies and equipment purchases and other related expenditures; monitors project budgets.

Accountant I, II, III
Rev.- 01/01/06
Rev.- 01/01/07
Rev.- 07/01/07
Rev.- 01/01/08
Rev.- 07/01/11
Rev.-6/17/14

07/01/M.O. #8-1/04/06
M.O. #19b-1/4/07
M.O. #19b-1/4/07
M.O. #19b-1/4/07
M.O. #11-7/5/11
M.O.#22c-6/17/14

Participates in budget development and administration for a variety of department budgets; prepares cost estimates for budget recommendations; monitors and controls expenditures.

Participates in the selection of staff, provides or coordinates staff training; works with employees to correct deficiencies.

Participates in the review, development and implementation of accounting systems and procedures.

May plan, prioritize, assign and supervise the work of clerical and/or technical accounting staff.

Answers questions and provides information to the public; assists auditors as needed; investigates complaints and recommends corrective action as necessary to resolve complaints.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Advanced principles and practices and theories of accounting.

Organization, policies and operating procedures of the department.

Budgeting procedures and techniques.

Principles and practices of auditing theory.

Pertinent federal, state, and local laws, codes and ordinances.

Principles of supervision and training.

Ability to:

Analyze and evaluate accounting and auditing problems.

Communicate clearly and concisely, both orally and in writing.

Develop pertinent accounting and related data in the preparation of reports and statements; prepare complex financial and statistical reports.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Establish and maintain cooperative-working relationships with those contacted in the course of work.

Prepare, monitor and control a budget.

Prepare a variety of financial statements and reports.

Examine and verify financial documents.

Adapt to changing technologies and learn the functionality of new equipment and systems.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One (1) year of professional level accounting experience as an Accountant II in Glenn County;

OR

Three (3) years of professional accounting experience in a private or public entity, including some lead or supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or a related field.

WORKING CONDITIONS

Mobility-Frequent operation of a data entry device and sitting for long periods of time; occasional standing for long periods of time, walking, pushing/pulling, bending/squatting, driving, and climbing stairs;

Lifting-Frequently 5 lbs or less; occasionally 5 to 30 lbs; Visual-Constant use of overall vision and reading/close-up work; frequent need for color perception, hand/eye coordination, and field of vision;

Dexterity-Frequent holding, reaching, grasping, repetitive motion, and writing;

Hearing/Talking-Frequent hearing of normal speech, hearing on the telephone, talking in person and on the telephone;

Emotional/Physiological Factors-Frequent decision making, concentration, and working alone; occasional public contact;

Special Requirements-Some assignments may require occasional working weekends, nights, and/or occasional overtime; occasional travel; *Environmental Conditions*-Occasional exposure to noise, dust, and poor ventilation; occasional exposure to varied weather conditions.