

## **COUNTY OF SOLANO**

### **ACCOUNTANT (Entry)**

#### **DEFINITION**

Performs professional accounting duties in the preparation of financial reports and/or statements, development of accounting systems, collection and interpretation of financial information, and analysis of financial records; monitors financial systems to identify problems, recommend changes and take corrective action to maintain integrity of the systems.

#### **CLASS CHARACTERISTICS**

This class represents the entry level in the Accountant series. Incumbents work under supervision in applying professional accounting principles to facilitate fiscal control, performing financial analysis and/or establishing fiscal accounting systems. Incumbents will perform technical tasks under direction within a framework of established procedures, which require the application of accounting principles and practices.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from lead or supervisory level positions.

May exercise supervision over clerical staff.

#### **EXAMPLES OF DUTIES** *-Duties may include but are not limited to the following:*

Learns to prepare a variety of detailed, analytical accounting, statistical and/or financial statements or reports which require analysis and interpretation of fiscal data for use by departments, auditors and/or other agencies; examines, analyzes and verifies fiscal documents to ensure adherence to established controls; analyzes and initiates changes in accounting practices, procedures and techniques in order to meet internal and external financial reporting requirements.

Reviews accounting systems, procedures and records; recommends and assists in the implementation of new or revised accounting systems; analyzes operational procedures to automate manual accounting systems; designs and maintains accounting forms.

Learns to monitor revenues and projection of grant monies, local fees and state revenues; may prepare invoices and assist in revenue collection; calculates distributes interest and revenues to accounts; prepares and verifies claims, vouchers, accruals and year-end closing entries.

Prepares tax returns; investigates and resolves tax related issues.

Learns to prepare, evaluate, justify and maintain annual budgets; assembles and analyzes cost accounting records and other supporting technical and statistical data; makes complex or difficult adjusting entries and transfers of appropriations; establishes new accounts and budget controls.

Advises superiors and departmental managers of changes in laws, rules, regulations and practices which impact on governmental accounting and fiscal procedures; interprets rules and regulations to determine accounting requirements for externally funded programs; develops accounting guidelines for County use.

May supervise the work of clerical personnel and provide assistance with difficult entries, reconciliation or other fiscal functions; recommends personnel actions related to employee selection, advancement, transfer, and discipline; trains and evaluates employees.

Performs a variety of routine administrative tasks in support of the daily operations of the office; faxes information; answers calls; prepares correspondence; copies documents; sets up files.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Accepted general governmental accounting principles, practices, theories and procedures.

Cost accounting principles and systems.

Laws, rules and regulations that apply to government fiscal operations.

Accepted methods of business office management.

Principles and practices of public administration including budgeting, program planning/evaluation and supervision.

### **Skills to:**

Utilize basic office equipment.

### **Ability to:**

Understand, interpret, explain and comply with laws, regulations and policies governing fiscal operations.

Learn to plan, organize and administer financial programs/services.

Analyze fiscal data and draw logical conclusions.

Identify and resolve problems relating to fiscal and/or administrative operations.

Learn to prepare fiscal procedures.

Design accounting forms.

Learn to prepare budgets, funding proposals and narrative and statistical reports.

Understand and analyze expenditure reports.

Maintain accurate records and document actions taken.

Interview people to obtain information needed to investigate/resolve complaints.

Research regulations, procedures and/or technical reference materials.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Maintain confidentiality of information.

### **Experience and Education/Training**

#### **Experience:**

Some bookkeeping, accounting experience desirable.

#### **Education/Training:**

Bachelor's degree from an accredited college or university is required, preferably in accounting, business or public administration.

### **SPECIAL REQUIREMENTS**

Possession of or ability to obtain a valid Class C California driver's license may be required.

Independent travel may be required.

### **SUPPLEMENTAL INFORMATION**

No supplemental information.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, fumes, violence, disease, pathogenic substances, and traffic hazards.

---

Director of Human Resources

**Established Date:** February 1995

**Revised Date:** November 2002

**BOS Date:** June 30, 2003

I:\Classification\Class Specs\ParaProf specs\Accountant (Entry).doc