



## **Accountant 1**

**Category:** Classified  
**Pay Grade:** C22  
**Job Code:** 10130

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs professional accounting work in the maintenance and review of fiscal records; maintains accounts and ensures accounts are in compliance with federal, state, and local laws, rules, and regulations; develops accounting procedures or techniques to meet the specialized needs of the department; performs computerized processing, which may include Oracle or other relational data bases, maintenance, reporting, and analysis of complex financial systems records.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Maintains the accounting records according to established account classifications including cash books, subsidiary journals, encumbrance accounting, and general ledgers, posts entries to these books from supporting records, makes adjusting entries, and prepares financial statements from accounting records;
- Audits ledger accounts, payrolls, and invoices of departments for mathematical correctness and legal compliance, examines and verifies all revenues from all sources, and reconciles book balances with bank balances;
- May perform data processing related duties including using available statistical packages which may include Oracle or other relational data bases or programs, encoding data, data entry and retrieval, and routine computer terminal operations and programming/reprogramming;
- Assists with development, preparation, and monitoring the department budget and reviews, audits, and approves iExpense;
- Researches and conducts specialized studies and makes recommendations to immediate supervisor or department management;
- Monitors all countywide expenditures for capital improvement projects, sets up yearly books, determines accounts to be used, and recommends budget transfers;
- Extracts reports and schedules and monitors the flow of financial data through various modules of the financial accounting system for internal controls and data integrity;
- May use various mainframe and microcomputer software tools, including an automatic scheduler, an online report viewer, an interactive computing and control facility (ICCF) for operating systems, job control language, and upload/download techniques;
- May perform data processing related duties including using available statistical packages or programs encoding data which may include Oracle or other relational data bases, data entry and retrieval, and routine computer terminal operations and programming/reprogramming;
- Maintains the procedure manuals through the direction and review of the supervisor;
- Develops, coordinates, and implements work standards, methods, improvements, assessment, testing, and evaluation of processes, procedures, and practices encompassing all the processes of the Financial unit;
- Performs miscellaneous responsibilities, including research and development of a revenue sources document and maintenance of the records for the imprest funds;

- Coordinates the activities of volunteer personnel as needed within the section or department;
- Audits progress payments for construction projects and prepares pay estimates and retainage logs;
- Acts as the travel planning coordinator, booking airfare, lodging, car services, and drafting appropriate reports;
- May supervise subordinate clerical and technical staff involved in accounting and support functions;
- May assist with training and directing various levels of personnel within the County structure as to correct methods and procedures to follow;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Five (5) years of experience in recognized accountant work; or an Associate's degree (or two (2) years of other related college level education) plus three (3) years of experience as an accountant; or a Bachelor's degree in accounting, business administration or related field plus one (1) year of experience in accountant work; or a Master's degree in accounting, business administration or related field; or an equivalent combination of education, training, and/or experience.

#### **Special Qualifications (May be required depending on area of assignment):**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

#### **Knowledge, Skills and Abilities:**

- Knowledge of generally accepted accounting principles and procedures;
- Knowledge of the laws, rules, and regulations controlling budgetary record keeping for government agencies;
- Knowledge of federal and state payroll and retirement laws;
- Knowledge of auditing methods, practices, and procedures;
- Knowledge of modern office practices, procedures, and equipment;
- Knowledge of data processing, principles, procedures, and equipment.
- Ability to prepare complete accounting reports and statements of moderate complexity;
- Ability to rapidly acquire considerable knowledge of the legal, administrative, and procedural regulations encompassing work assignments;
- Ability to meet deadlines and work under pressure and under a heavy workload;
- Ability to analyze transactions, identify errors, and make adjusting journal entries when necessary;
- Ability to interpret oral and written instructions;
- Ability to plan, organize, and supervise the work of others;
- Ability to analyze complex batch/online reports, online screens, and file dumps;
- Ability to effectively communicate and interact with all levels of employees, including programmer/analysts, production control, departmental users of the financial reports, external auditors, and the State Comptroller's Office;
- Ability to learn and produce reports in a fourth-generation language.

### **PHYSICAL/MENTAL DEMANDS**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.

- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

#### **WORKING CONDITIONS**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.