



Accountant I

Salary Group: B14

Class Code: 1012

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
ACCOUNTANT I	1012	B14	\$31,144 - \$49,134
ACCOUNTANT II	1014	B15	\$32,976 - \$52,045
ACCOUNTANT III	1016	B17	\$36,976 - \$58,399
ACCOUNTANT IV	1018	B19	\$42,244 - \$68,960
ACCOUNTANT V	1020	B21	\$48,278 - \$78,953
ACCOUNTANT VI	1022	B23	\$55,184 - \$90,393
ACCOUNTANT VII	1024	B25	\$63,104 - \$103,491

GENERAL DESCRIPTION

Performs entry-level accounting work. Work involves maintaining, posting, and balancing accounting and financial statements, records, documents, or reports. May specialize in some phase of accounting work such as federal funds accounting, property and equipment control, cost, budgeting, or bond servicing. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Maintains and balances financial statements, reports, schedules, and exhibits; processes general journal entries; and processes payment, cash, purchase, travel, and related vouchers.

Audits accounting and financial documents for accuracy and compliance with departmental policies and procedures and state and federal statutes.

Classifies, codes, posts, and balances financial and accounting documents and records.

Receives cash, prepares deposit slips, and maintains cash control records.

Researches and reconciles discrepancies in accounts, bank statements, or appropriation balances; and reports findings.

May maintain accounting files and reports.

May conduct an annual inventory of equipment and property.

May prepare periodic analyses of fund balances and expenditures.

May prepare technical reports on estimates, cost data, and budget items.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Familiarity with accounting and financial operations. Graduation from an accredited four-year college or university with major coursework in accounting, finance, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting systems.

Skill in the use of a computer and applicable software.

Ability to interpret and apply accounting theory; to interpret laws and regulations; to work accurately with numerical detail; to analyze, consolidate, and interpret accounting data; and to communicate effectively.

REGISTRATION, CERTIFICATION, OR LICENSURE

May be required to possess certification as a Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM).