



# Accountant I

Salary Group: B15

Class Code: 1012

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
<b>ACCOUNTANT I</b>	<b>1012</b>	<b>B15</b>	<b>\$38,976 - \$58,045</b>
ACCOUNTANT II	1014	B16	\$40,918 - \$61,130
ACCOUNTANT III	1016	B18	\$45,521 - \$71,055
ACCOUNTANT IV	1018	B20	\$51,158 - \$81,351
ACCOUNTANT V	1020	B22	\$57,614 - \$93,138
ACCOUNTANT VI	1022	B24	\$65,104 - \$106,634
ACCOUNTANT VII	1024	B26	\$76,530 - \$129,430

## 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).