

ACCOUNTANT

DEFINITION

To independently perform a broad variety of difficult and responsible professional level accounting functions; to provide support and consultation on complex accounting transactions; and to perform other duties as assigned.

CLASS CHARACTERISTICS

This is the advanced journey level in the accounting series. Positions at this level are distinguished from other classes within the accounting series by the advanced level accounting duties and the required advanced knowledge and experience in accounting principles applicable to a broad variety of professional level accounting functions. Employees at this level are required to be fully knowledgeable in all procedures related to the area of assignment.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management personnel.

May exercise functional and technical supervision over assigned personnel.

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

Analyzes and develops or supports departmental policies and procedures; documents and recommends changes in internal controls; studies and implements accounting and reporting systems.

May participate in the preparation of the year-end audit work papers, financial statements and schedules. In cooperation with Internal Auditor, may research and respond to external audit findings.

Develops training and documentation for staff in the use of financial analysis tools and models.

Coordinates financial activity for departments, including creating and approving journal entries, reconciling and balancing accounts, and ensuring compliance with Generally Accepted Accounting Principles and County financial policies, procedures, and practices.

Oversees compliance with applicable and relevant state and federal laws.

May provide back-up support for the investment and treasury functions and support the preparation of the internal and external cost allocation plans.

Coordinates the posting, balancing, and reconciliation of the general ledger and subsidiary ledgers.

LANE COUNTY
Accountant (continued)

EXAMPLES OF DUTIES: (con't)

Assists in the development and monitoring of division or department budgets.

Participates in the development or study of and/or acts as a technical resource in the implementation of new financial systems or business technology, and makes recommendations for improvement.

May provide centralized financial coordination for grant programs.

MINIMUM QUALIFICATIONS:

Knowledge of:

Generally Accepted Accounting Principles applicable to local government; methods and procedures of governmental and grant accounting; compliance auditing; cost allocation principles; budgeting and financial administration.

Elements of accounting controls and internal control structures and their application to government accounting practices.

Current pronouncements by the various standard setting bodies and their effect on accounting principles; working knowledge of accounting principles appropriate for use by governmental organizations.

State and Federal laws and pertinent regulations applicable to the award and management of grants.

Comprehensive research and report-writing techniques.

Automated financial management systems and software, including web-based technology.

Basic principles of supervision, training, and project management.

Principles of work planning, teamwork, and organization.

Modern office procedures and methods, and use of standard office equipment.

Ability to:

Take a lead role in coordinating the accounting, compliance monitoring, training, and financial reporting.

Analyze, interpret, and apply federal and state laws and regulations, and develop or modify policies, procedures, and processes to meet those requirements.

LANE COUNTY
Accountant (continued)

Ability to: (con't)

Interpret and apply professional accounting literature to county financial administration and reporting.

Train staff in the areas of compliance, monitoring, and reporting requirements.

Research, prepare, and/or analyze financial statements, reports and analyses; present technical financial information, both orally and in writing, to a wide variety of audiences.

Use a variety of personal computers, networks, and Internet applications.

Develop proficiency in County financial systems, internal control structures, and policies and financial systems.

Analyze data and draw logical conclusions; analyze situations accurately and adopt an effective course of action.

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

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Training:

Equivalent to a Bachelor's degree in Accounting, Finance, Business Administration, or a closely related field (all with major course work in accounting) from an accredited college or university.

Experience:

Three years of increasingly responsible professional level accounting experience, preferably in the public sector environment. Experience with lead responsibility over a function or program is required.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.