



## ACCOUNTANT

**CLASS SUMMARY:** 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:** Receives direction from assigned management personnel. May exercise functional and technical supervision over assigned personnel.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

1. Analyzes and develops or supports departmental policies and procedures; documents and recommends changes in internal controls; studies and implements accounting and reporting systems.
2. 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.
3. Develops training and documentation for staff in the use of financial analysis tools and models.
4. 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.
5. Oversees compliance with applicable and relevant state and federal laws.
6. May provide back-up support for the investment and treasury functions and support the preparation of the internal and external cost allocation plans.
7. Coordinates the posting, balancing, and reconciliation of the general ledger and subsidiary ledgers.
8. Assists in the development and monitoring of division or department budgets.

9.	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.
10.	May provide centralized financial coordination for grant programs.

**Knowledge of** (position requirements at entry):

- 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.

**Skills in** (position requirements at entry):

- Taking a lead role in coordinating the accounting, compliance monitoring, training, and financial reporting.
- Analyzing, interpreting, and applying federal and state laws and regulations, and developing or modifying policies, procedures, and processes to meet those requirements.
- Interpreting and applying professional accounting literature to county financial administration and reporting.
- Training staff in the areas of compliance, monitoring, and reporting requirements.
- Researching, preparing, and/or analyzing financial statements, reports and analyses; present technical financial information, both orally and in writing, to a wide variety of audiences.
- Using a variety of personal computers, networks, and Internet applications.
- Developing proficiency in County financial systems, internal control structures, and policies and financial systems.
- Analyzing data and draw logical conclusions; analyze situations accurately and adopt an effective course of action.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Communicating clearly and concisely, both orally and in writing.

LANE COUNTY  
Accountant (Continued)

**Training and Experience** (positions in this class typically require):

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. 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.

**NOTE:** These positions are represented by AFSCME Local 2831.

**Classification History:**

Established per Board Order 04-10-13-10  
FLSA Status: Exempt