

## **ACCOUNTANT I**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an entry-level accounting and auditing position involving the responsibility for performing a variety of accounting tasks, including preparing financial statements, reconciling accounts and ensuring compliance with financial regulations. The work is performed under the general supervision of a higher-level accountant or administrator and work guidance (e.g., lead work) may be provided to others. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Maintains and/or oversees maintenance of all general ledger accounting operations and functions;  
Prepares a variety of fiscal reports, including financial statements, budget projections, budget/annual statements, etc.;

- Prepares bank deposits and reconciles and balances a variety of accounts;
- Classifies receipts and disbursements and posts entries;
- Reviews and verifies use of expenditures in accordance with allotted funding;
- Analyzes monthly revenue summaries to ensure proper posting to general ledger;
- Examines financial transactions, including payroll to ensure proper processing and recording of data and compliance with operating procedures;
- Prepares cost analysis reports, under the supervision of a higher-level professional accountant;
- Audits, reviews and may prepare bank reconciliations;
- Analyzes accounts, including financial statements, under the supervision of a higher-level accountant;
- May provide guidance to others;
- May assist with financial audits;
- May assist in maintaining bond and interest-bearing accounts.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of general accounting and auditing principles, practices and techniques; good knowledge of accounting terminology; good knowledge of office terminology, procedures and equipment in jurisdictions where required; good knowledge of computer accounting systems and spreadsheet software\*; working knowledge of financial reporting; ability to maintain comprehensive accounting records, including general journals and ledgers; ability to prepare financial statements and reports; ability to understand and interpret moderately complex written and tabular material; ability to communicate effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher in Accounting, Finance, Business Administration or comparable degree which included or was supplemented by twenty-four (24) credits in Accounting and one (1) year of accounting experience.

\*To be demonstrated during the probationary period.