

## **ACCOUNTANT I**

**DISTINGUISHING FEATURES OF THE CLASS:** This is technical accounting and auditing work of a moderately complex nature which involves a responsibility for the performance of municipal accounting functions and the supervision of the clerical maintenance and audit of certain financial records. The work is performed under the general supervision of a professional level accountant and may involve work guidance (e.g. lead work) of a small number of employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Maintains journals and ledgers in accordance with a standard system of municipal accounts;  
Classifies receipts and disbursements, posts, closes, prepares balances and annual closings;  
Reviews and verifies use of expenditures in accordance with allotted funding;  
Analyzes monthly revenue summaries to insure proper posting to general ledger;  
Examines financial transactions, including payroll, to insure proper processing and recording of data and compliance with operating procedures;  
Assists in the preparation of financial statements and fiscal reports;  
Prepares bank deposits and reconciles and balances such accounts;  
Prepares cost analysis reports, under the supervision of a higher-level professional accountant;  
Audits bank reconciliations;  
Analyzes accounts, including financial statements, under the supervision of a higher level professional accountant;  
May provide guidance or supervision to others, when assigned;  
May assist in a variety of management functions related to a fiscal office;  
May assist in making a budget and warrant analyses;  
May assist in maintaining bond and interest-bearing accounts.

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

Good knowledge of accounting theory, principles, system and techniques particularly as they relate to municipal accounting; working knowledge of office terminology, procedures and equipment in jurisdictions where required; working knowledge of Excel, word processing and Windows\*; ability to maintain comprehensive accounting records and to prepare financial statements and reports; ability to carry out complex oral and written instructions.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher which included or was supplemented by twenty-four (24) credit hours of college-level accounting courses, and one (1) year of accounting experience.

\*To be demonstrated during the probationary period.