

## **ACCOUNTANT**

### **CLASS SUMMARY**

Under general supervision – perform a variety of complex and technical accounting duties in the preparation, maintenance and review of accounting and budgetary functions, assuring conformance with established procedures; prepares monthly, quarterly and annual reports and claims for reimbursement for specially funded projects. Performs related duties, as required.

### **REPRESENTATIVE DUTIES**

Analyze, review and monitor program budgets & expenditures; prepare, analyze and balance spreadsheets with expenditure reports; recommend adjustments to ensure expenditures are correctly charged and are in compliance with all policies and regulations; assist program staff in preparation of budgets and expenditure projections; advise project administrators and directors of recommended procedures for budget and cost controls, availability of funds, status of project budgets and expenditures, allowance and disallowance of expenses as provided by the grantors; prepare monthly, quarterly and annual reports or claims to Federal, State, Local and other funding agencies in an accurate and timely manner; reconciles District financial ledgers with the County's financial records, including analysis of general ledger accounts' assists auditing firm with audits of special projects and related accounting problems; assists in maintaining the District's Chart of Accounts; makes deposits and reconciles assigned accounts; verifies and prepares claims for reimbursements for specially funded projects; processes requests for transfers of expenditures and budget changes; maintains related records and files; identify and create journal entries to general and subsidiary ledgers; prepare adjusting entries, schedules of accounts payable, accounts receivable and deferred revenues for year end closing and assist independent auditors.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the assigned administrator or designee.

### **DESIRABLE QUALIFICATION GUIDE**

#### **Training and Experience**

Any combination of training, and/or experience equivalent to bachelor's degree in business, accounting, finance or related field; and two years of increasingly responsible accounting/bookkeeping experience.

**ACCOUNTANT cont'd**

**Knowledge and Abilities**

Good Knowledge of: special funding regulations; various reports and procedures for meeting reporting requirements of funding agencies; office equipment;

Knowledge of: generally accepted accounting principles and practices; business software applications; general internal and external auditing/accounting procedures.

Ability to: communicate effectively orally and in writing; operate office equipment; organize and prioritize work.