

<i>Code: 1351</i> <i>Title: ACCOUNTANT</i>

SUMMARY: Performs professional accounting work in various departments of the County, requiring theoretical knowledge and understanding of the principles, practices and methods of professional accounting.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

- Establishes and maintains journals and ledgers of financial transactions;
- Reviews accounts payable charges for validity and conformance to adopted departmental budgets;
- Authorizes payments of valid charges;
- Establishes and monitors purchasing accounting procedures;
- Reviews and verifies purchase requisitions to ensure proper coding;
- Bills, posts and balances accounts receivables;
- Posts, balances and maintains accounting records unique to departmental operations;
- Reviews accounting reports for accuracy in revenues and expenditures and makes necessary corrections and transfers of funds;
- Reviews transactions for coding and cost accounting purposes;
- Audits and reconciles various accounting records and documentation prepared by others;
- Recommends, implements and maintains accounting internal controls;
- Researches problems and answers questions regarding accounting procedures or documentation;
- Reconciles and monitors various accounting records, reports and funds;
- Prepares cost centers;
- Maintains equipment utilization and inventory accounting systems;
- May supervise, train and evaluate support personnel.

KNOWLEDGE & SKILLS:

Knowledge of:

- accounting principles, practices and methods;
- financial record keeping practices;
- cost accounting, governmental accounting and auditing procedures;
- County accounting policies and procedures;
- manual and automated accounting systems.

Skill in:

- analyzing and interpreting financial and accounting records and preparing financial statements and reports;
- establishing and maintaining manual and automated accounting systems and databases;
- communicating effectively;
- training employees and scheduling work.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in accounting or a closely related field as defined by the Appointing Authority. [Professional-level accounting experience may be substituted for the educational requirement on a year-for-year basis; four years of professional experience in accounting may be substituted for the degree requirement.][Paraprofessional accounting experience may be substituted for the educational requirement on a two-to-one basis, e.g., two years of paraprofessional experience may be substituted for one year of education.]

OR:

(2) An Associates degree or at least 30 semester hours in accounting from an accredited college or

university and two years of professional accounting experience. [Four years of paraprofessional accounting experience may be substituted for the two years of professional experience.]

OR:

(3) Three years of experience with Pima County as a Senior Accounting Support Specialist.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application. Failure to obtain/maintain required licensure shall be grounds for termination.

Special Notice Items: Some positions may require the successful completion of a background investigation by authorized law enforcement personnel due to the need for access to detention, courts, corrections and/or law enforcement facilities or associated confidential information, documents and materials.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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