

*Code: 1354*

*Title: ACCOUNTING OFFICER*

**SUMMARY:** Performs professional accounting work and supervises a departmental accounting section or several operating units.

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

Supervises, trains and evaluates professional accounting and support personnel;  
Supervises, coordinates and oversees various departmental accounting operations, units and specialized accounting functions;  
Analyzes, develops and plans improvements in automated accounting systems;  
Supervises the development of general and specialized financial statements and reports;  
Prepares the departmental annual budget;  
Analyzes departmental expenditures for compliance with authorized budget;  
Authorizes annual purchase orders, transfers of funds and demands;  
Analyzes monthly financial statements and monthly operating reports;  
Projects operating expenditures;  
Supervises, coordinates and monitors annual physical inventories;  
Provides liaison with annual auditors and answers questions regarding departmental accounting policies, operations and procedures;  
Analyzes revenues and expenditures and prepares adjusting entries;  
Prepares account analyses of various general ledger accounts;  
Develops policies and procedures for accounting internal controls;  
Plans, coordinates and reviews various accounting reports going to outside agencies;  
Participates in and oversees the preparation of various schedules, analyses, reports and financial statements specifically for grant, legal, medical or other specialized reporting procedures.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- governmental accounting principles, practices and methods;
- financial reporting;
- cost accounting, governmental accounting and auditing;
- specialized reporting procedures, methods and agencies;
- budgetary practices;
- automated accounting systems;
- principles and practices of supervision.

Skill in:

- developing and implementing departmental accounting systems;
- planning, scheduling and supervising professional accounting personnel;
- analyzing and interpreting fiscal and accounting records and preparing accurate financial statements and reports;
- communicating effectively.

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 and four years of professional accounting experience.

(Additional relevant experience and/or education from an accredited college or university may be substituted.)

OR

(2) One year of experience with Pima County as an Accountant.

OTHER REQUIREMENTS:

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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