

Code: 1357

Title: ACCOUNTANT-SENIOR

SUMMARY: Reconciles data and maintains automated accounts in a major accounting section of a county department. Responsible for accounts maintenance, and analysis and reconciliation work in an accounting section of a county department such as accounts payable, payroll, accounts receivable and internal controls.

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

Performs required accounting internal control activities for unit such as reconciling cash, insuring that data entered in the automated accounting system is in balance with source documents, and balancing payroll input against controls and validation reports;

Analyzes problems and reconciles discrepancies between data input, internal controls and output reports;

Creates adjusting or correcting accounting transaction documents to address accounting discrepancies;

Insures that data entered into the automated financial account system is processed, balanced, recorded and reported in an accurate and timely manner;

Analyzes and classifies transactions and items by researching source documents and determines appropriate transaction, item code, funding source, and record keeping requirements;

Performs procedural maintenance on the automated accounting system such as maintaining, adding and deleting accounts, departmental and project codes and agency table files;

Conducts file research and provides auditors with data and information concerning accounting procedures used in assigned area;

Observes units accounting process and makes recommendations to supervisor for procedural improvements and changes to report output;

Determine appropriateness of small claim action and prepares necessary documents for small claims action and settlement of debt;

Participates in preparation of various reports for submission to private grantors, Federal and State governments;

Assists in developing and maintaining internal controls between the department's processing accounting data and the Finance Department;

Assist in the training, scheduling and review of work of accounting support personnel;

May prepare, project and monitor department and grant budgets.

KNOWLEDGE & SKILLS:

Knowledge of:

- accounting principles, practices and methods;
- general governmental accounting rules, regulations and practices;
- State and Federal laws regarding grants, regulations and compliance requirements;
- scheduling and assigning tasks, and conducting training;
- automated accounting system and applicable principles and practices;
- governmental accounting records maintenance and reporting procedures.

Skill in:

- applying Federal and State laws and County procedures to accounting transactions;
- interpreting financial reports and using problem solving techniques to solve accounting discrepancies;
- analyzing and interpreting financial and accounting records and preparing financial statements and reports;
- communicating effectively, both orally and in writing;

- training and scheduling work of others;
- balancing multiple transactions and verifying control procedures.

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 one year of professional accounting experience.

OR:

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

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

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

04/19/92

Updated 05/11/09_(gs)