

JUNIOR ACCOUNTANT

COUNCIL APPROVED: Revised 08/01/00 – Dir. Of Finance J.W.

GRADE- 555

DEFINITION:

Performs professional accounting work, including the examination, analysis, maintenance, reconciliation, and verification of financial records; assists in developing and installing new accounting and cost systems; recommends improvements in established accounting and office management systems; prepares reports; and related work as required.

SUPERVISION RECEIVED AND EXERCISED:

Direction is provided on day to day basis by Finance Manager with general departmental oversight from the Finance Director.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Prepare a wide variety of journal actions dealing with payroll, fund transfers, invoices, and other subjects.
- Maintain general and subsidiary ledgers.
- Assist in the design, installation, and improvement of central and departmental accounting systems and procedures.
- Assists with grant applications and financial management requirements.
- Coordinate the keeping of a complex set of cost and control accounts.
- Prepare periodic financial statements, analyses, and reports.
- Assist in the collection, custody, and disbursement of City funds.
- Assist with auditing requirements.
- Maintenance of payroll and employee benefit information.

QUALIFICATIONS:

KNOWLEDGE OF:

- Governmental accounting, auditing, and financial reporting principles and practices.
- Governmental budget preparation and analysis.
- Modern office practices, procedures, methods, and equipment.

ABILITY TO:

- Analyze and verify financial records and documents.
- Assist in installing and maintaining computerized accounting and budgeting systems, including instructing others.
- Reduce complex financial data to a readily comprehensible form.
- Establish and maintain effective working relationships.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

EXPERIENCE:

One year of experience as an accountant in making accounting and auditing studies and installations.

EDUCATION:

Equivalent to a Bachelor's degree from an accredited college or university with a major in accounting, finance or business administration.