

## **ACCOUNTANT I**

### **NATURE OF WORK IN THIS CLASS**

This is routine professional accounting work.

Employees in this class perform routine professional accounting duties independently after initial training and work under closer supervision on more complex developmental assignments. Supervision may be exercised over subordinate accounting technicians and clerks.

### **ILLUSTRATIVE EXAMPLES OF WORK** (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Maintains controlling ledgers; reviews and analyzes financial accounting transactions and documents for accuracy and propriety; prepares summaries, analyses, reports and financial statements; advises management concerning financial problem areas.

Participates in the installation and modification of accounting systems to meet the needs of the department/agency or to conform with mandated requirements.

Participates in the internal audit of financial records.

Performs related duties as required.

### **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of the principles and practices of accounting.

Knowledge of the basic principles and practices of automatic data processing.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS (Con't)**

Ability to learn, interpret and apply pertinent laws, rules and regulations governing the accounting operation of the department/agency.

Ability to analyze and interpret accounting data and make recommendations concerning current financial problems.

Ability to make decisions in accordance with appropriate program guidelines.  
Ability to maintain financial records and prepare financial reports.

Ability to supervise the work of accounting technicians and clerks may be required.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

**MINIMUM EXPERIENCE AND TRAINING**

- A. Graduation from a recognized college or university with a Bachelor's degree in accounting or related field, including or supplemented by 24 semester credit hours of accounting/auditing subjects; or
- B. Two years of experience in professional accounting work or equivalent work and graduation from a recognized college or university with an Associate's degree in accounting or related field, including or supplemented by 24 semester credit hours of accounting/auditing subjects.

**ACCOUNTANT I**

**2.330**

**ESTABLISHED:            JULY 1980**  
**AMENDED:                DECEMBER 1986**  
**UPDATED:                SEPTEMBER 1995**  
  
**PAY GRADE:              K**

**HAY EVALUATION:**

<b>KNOW HOW:</b>	<b>E11</b>	<b>152</b>
<b>PROBLEM SOLVING:</b>	<b>D3 (33%)</b>	<b>50</b>
<b><u>ACCOUNTABILITY:</u></b>	<b><u>D1C</u></b>	<b><u>57</u></b>
<b>TOTAL POINTS:</b>		<b>259</b>

  
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**ELOY P. HARA**  
**Executive Director**  
**Civil Service Commission**