



# Accountant

*Exempt*

## General Definition of Work

Performs difficult administrative work assisting with the budgeting and reporting process, processing payroll information and related reports, monitoring financial accounts and records, and related work as apparent or assigned. Work is performed under the limited supervision of the Chief Finance Officer.

## Qualification Requirements

- Bachelor's degree in accounting, or related field and considerable experience working with governmental accounting, or equivalent combination of education and experience.

## Knowledge, Skills and Abilities

- Thorough knowledge of generally accepted governmental accounting practices and procedures.
- Thorough knowledge of bookkeeping terminology, methods, procedures and equipment.
- Ability to understand and follow oral and written directions.
- Ability to perform mathematical computations with speed and accuracy.
- Ability to operate standard office equipment and related hardware and software.
- Ability to learn specialized equipment and software based on district need.
- Ability to develop and present ideas effectively, orally and in written form.
- Ability to establish and maintain effective working relationships with officials, subordinates, associates, and the general public.

## Salary

Pay Grade 73

## Reports to

Chief Financial Officer

## Essential Functions

- Assists with the budget process.
- Processes payroll information and generates applicable reports, queries or records.
- Monitors and maintains financial records and data.
- Assists with compiling information for audits.
- Assists with preparing required and requested reports.
- Reconciles financial records.
- Takes and response to inquiries related to accounting, finance or payroll information.

## Physical Requirements

- This work requires the occasional exertion of up to 10 pounds of force.
- Work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions.
- Work occasionally requires standing, walking, stooping, kneeling, crouching or crawling with hands and arms, pushing or pulling and lifting.
- Work has standard vision requirements
- Vocal communication is required for expressing or exchanging ideas by means of spoken work; hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).



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## Special Requirements

None.

## Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.