

Accountant

DESCRIPTION OF WORK: Positions in this banded class perform professional accounting work with responsibility for accounting and/or budgeting functions. Positions apply knowledge of the theory and practice of recording, classifying, examining, and analyzing data and records of financial transactions. Work requires knowledge of the theories, principles, practices and terminology of accountancy.

EXAMPLES OF COMPETENCIES:

CONTRIBUTING:

Knowledge- Professional: General knowledge of generally accepted accounting principles, practices and reporting guidelines. May apply knowledge of program specifics. General knowledge of applicable information technology to meet work needs.

Financial Monitoring & Analysis: Ability to compile, monitor, examine, and audit various financial statements/reports for accuracy, integrity, and conformance to accepted accounting and program guidelines. Ability to draw conclusions and prepare written findings following Generally Accepted Accounting Principles (GAAP) and/or other applicable accounting guidelines. Ability to present recommendations supported by facts. Ability to prepare financial reports. Ability to recognize and research unusual activity for further investigation. Ability to understand and adhere to systems of internal control.

Decision Making and Problem Solving: Ability to identify and recognize routine or standard problems that have established precedents and limited impact, referring non-standard questions and problems to higher levels.

Supervision: Ability to provide assistance to a higher-level manager in recruitment and selection process. May require the ability to supervise or lead lower level accounting staff independently. May require the ability to implement work plans and conduct performance reviews with the assistance of a higher-level manager. Ability to identify and recommend career development opportunities with employees. May require the ability to establish performance standards.

Communication and Interpersonal Skills: Ability to prepare written and/or technical products following standard guidelines. May require the ability to review and edit the work of others. Ability to communicate structured information in a clear, concise, and organized manner suited to the characteristics and needs of the audience. Ability to establish effective working relationships that foster organizational success.

JOURNEY

Knowledge- Professional: Thorough knowledge of generally accepted accounting principles and their application to cost, governmental accounting, and non-governmental accounting. Knowledge of program specifics. Thorough knowledge of applicable information technology to perform accounting duties. May require ability to develop and implement system changes.

Financial Monitoring & Analysis: Ability to compile, monitor, examine, and audit moderately complex financial statements/reports/accounts or budget codes for accuracy, integrity, and conformance to accounting and program guidelines. Ability to develop, evaluate, and implement changes to accounting systems and processes. Ability to identify substantive issues and thoroughly and accurately research and analyze them. May require the ability to design data collection, reporting tools, and financial models. Ability to prepare, disseminate, and interpret financial reports. Ability to serve as technical advisor on fiscal management and reporting issues. Ability to identify changing requirements and problems regarding management needs, fiscal procedures, account structures or reports, and accounting systems. Ability to recognize and respond to unusual activity. May require the ability to make corrections related to unusual activities. Ability to evaluate systems of control and recommend improvements/changes.

Decision Making and Problem Solving: Ability to assess and resolve unprecedented problems that require research and review of policy, procedures, and regulations. Ability to apply judgment for problem resolutions or program requirements based on delegated authority.

Supervision: Ability to recommend and/or make selection decisions. Ability to develop and implement work plans. Ability to establish performance standards conduct performance reviews. Ability to participate in the disciplinary and grievance processes, as needed. Ability to ensure employees have access to tools and information related to career development opportunities. Ability to actively participate in employee growth and development. Ability to plan and deliver on-the-job training.

Communication and Interpersonal Skills: Ability to prepare written and/or technical products which convey concise, comprehensive, and accurate findings and conform to guidelines. Ability to provide appropriate documentation to support conclusions. Ability to review and edit the work of others. Ability to convey and/or consult on issues of a moderately complex nature in a clear, concise, and organized manner. Ability to establish effective working relationships that foster organizational success. Ability to modify delivery, language, or content to suit the characteristics and needs of the audience.

ADVANCED

Knowledge- Professional: In-depth knowledge of accounting theories and principles and systems design. Ability to recognize complex and unique issues and develop resolution and/or consult with leadership in order to achieve resolution. Knowledge to consistently serve as a technical resource. Ability to identify problems and changing requirements regarding management needs, auditing, fiscal procedures, account structures or reports, and accounting systems. Ability to make necessary modifications.

Financial Monitoring & Analysis: Ability to independently resolve complex problems for which no clear precedent exists within the current system or ability to implement new accounting structures. Ability to supervise resolution and/or implementation. May require the ability to design and implement organization and program-specific accounting procedures/systems. Ability to examine and analyze complex financial statements. Ability to institute changes based on findings. Ability to research, analyze, and ensure implementation of new and/or changing accounting and reporting systems. Ability to provide training and consultation related to new systems and/or reporting methodology. Ability to ensure the development of related policies and procedures. Ability to recommend actions or alternatives to be taken by management when accounting data discloses unfavorable trends or deviations or financial mismanagement. Ability to make risk assessment of systems of internal control. May require the ability to approve improvements/changes to internal control systems.

MINIMUM TRAINING AND EXPERIENCE: Bachelor's degree with 12 credit hours of accounting coursework; or Associate's degree in accounting; or Associate's degree in business or related discipline with 12 credit hours of accounting coursework; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

Special Note: This is a generalized representation of positions in this class and is not intended to reflect essential functions per ADA. Examples of competencies are typical of the majority of positions, but may not be applicable to all positions.

All degrees must be received from appropriately accredited institutions.

Decision Making and Problem Solving: Ability to independently resolve and/or develop recommendations for unprecedented, complex issues and problems. Ability to serve as a resource for others in resolving unprecedented, non-standard issues and problems. Ability to anticipate problems and develop recommendations for management resolution.

Supervision: Ability to oversee unit/organization supervisors to ensure compliance with recruitment and selection policies and procedures. Ability to oversee unit/organization supervisors to ensure compliance with performance management policies and procedures. Ability to recommend resolution of disciplinary and grievance issues. Ability to review and authorize training opportunities for unit/organization. Ability to lead employee growth and development initiatives.

Communication and Interpersonal Skills: Ability to convey concise, comprehensive, and accurate findings on matters of a complex nature in written form. Ability to provide conclusions and recommendations that are based on extensive professional knowledge and judgment. Ability to convey issues of a complex nature in a clear, concise, and organized manner. May require the ability to consult and/or negotiate with senior management/external entities regarding funding levels, cost allocations, or related financial issues.