



ACCOUNTANT 4

Job Description

July 1, 2010

Job Code: 003BOE

Position Summary

Perform highly responsible professional accounting work involving the planning, organizing and supervising of the District's accounting pool and fully financed budgets.

Reporting Relationship

Report to the Controller.

Responsibilities

The essential functions include, but are not limited to, the following fundamental duties.

Supervise the maintenance of general ledgers, appropriation accounts and special fund accounts.

Supervise, schedule and plan work procedures and coordinate the receiving, disbursing, recording and reporting on funds.

Interpret and analyze accounting and auditing reports and statements.

Supervise the compiling, preparing and presenting of annual financial and operating reports.

Design, update and install new accounting systems and financial operations; make changes in accounting forms being used in department.

Work with management information systems staff in implementing new systems.

Prepare, supervise and analyze cost studies, financial surveys, audits and reports.

Prepare monthly estimates and statements to indicate trends and to control expenditures.

Contribute to the District's inclusive workplace efforts by fostering a safe, welcoming and respectful environment.

Accountant 4

Responsibilities (continued)

Perform other related duties as assigned.

Knowledge, Skills and Abilities

Thorough knowledge of modern accounting and auditing theories and practices.

Thorough knowledge of governmental appropriation and budget principles and administration.

Considerable knowledge of laws, regulations and administrative decisions pertaining to departmental accounting.

Considerable knowledge of government accounting, auditing and financial reporting.

Considerable skill in operating a personal computer to perform accounting work.

Considerable ability to perform arithmetic computation with speed and accuracy.

Considerable ability to communicate effectively, both orally and in writing.

Considerable ability to deal tactfully and efficiently with District staff and the general public.

Considerable ability to plan, organize and delegate work.

Minimum Qualifications

Bachelor's degree in accounting or equivalent and six years' experience in accounting, at least two years of which must have been as an Accountant III or equivalent. (No substitution for education.)