



ACCOUNTANT 1

Department: Multiple
Job Class #: 113700
Pay Range: Professional 06

FLSA: Non-Exempt
Represented: Both

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is professional work in the fields of accounting and investment for Pierce County, responsible for performing the first level of professional accounting work requiring the application of generally accepted accounting principles (GAAP) to a wide variety of difficult and moderately complex accounting problems in accordance with established principles, theories, concepts, and practices.

SERIES CONCEPT: Accountant 1 is the entry-level classification in the professional series of Accountant, characterized by the performance of routine to moderately complex accounting functions. Work involves routine operations and judgment is limited to clearly defined work procedures and priorities, however, employees are expected to function with relative independence and have latitude for exercising independent judgment within the framework of statutory requirements and existing policies and procedures.

ESSENTIAL FUNCTIONS:

- Prepare and/or audit various school district, city and town, and state reports; subrecipient reports; serve as liaison with a variety of individuals both within and outside the County in performing tasks.
- Plan, organize, and report revenue and investment activities; plan and direct the preparation of investment purchases, maturities and exchanges.
- Oversee the work of technical and/or clerical support personnel engaged in accounting, cash management, investment and other related activities; oversee the operation of and input to various operating systems.
- Process receipts and disbursement of funds, such as payment of warrants, business and housing loans, bonds and the purchase of investments; reconcile a variety of accounts; prepare transfers and vouchers, debt service schedules and payments.
- Review and analyze accounting systems and make recommendations for the development and modification of existing systems to improve procedures and ensure conformity to policy and accounting principles.
- Maintain a variety of accounts; classify accounting transactions and reconcile accounts.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Perform a variety of related accounting and administrative support functions as required.
- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under the general supervision of an administrative superior who makes assignments by defining objectives, priorities and deadlines and

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assists the employee with unusual situations which do not have clear precedents. Work is reviewed periodically for accuracy, statutory conformance and compliance with established performance standards. This position does not have supervisory authority, but may be required to provide guidance and information to administrative support employees.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Accountant 1 works in an office environment on a daily basis. Incumbents may be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise required.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing, and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the classification is required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Modern professional accounting principles, theories, concepts, practices, and terminology.
- Modern office practices and procedures including Electronic Data Processing applications to accounting and investment activities.
- Federal, state and local laws, rules, regulations and guidelines governing accounting procedures affecting governmental financial operations (including BARS and GAAP), and public sector investment practices.
- HUD regulations for the following areas: Community Development Block Grant (CDBG), Home Investment Partnership Act (HOME) and McKinney Act Supportive Housing Programs.

Skill in:

- The use of systems software, spreadsheet software and computers at the proficient level.

Ability to:

- Apply and adapt established accounting methods to a variety of accounts, classify accounting transactions, and maintain and reconcile accounts.
- Provide lead technical and/or clerical support personnel engaged in accounting, cash management, investment and other related activities.
- Analyze, interpret and prepare reports, records and statements of financial and investment data including corporate financial statements and Schedule 16.
- Explain clearly, verbally and in writing, information of a technical and financial nature.
- Establish and maintain effective working relationships as necessitated by the work of the position.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.

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- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Graduation from a four-year college or university with major course work in accounting or related field and one or more years of professional accounting experience. Additional qualifying experience may be substituted, on a month-to-month basis, for a maximum of two years of the educational requirement. Washington State Certification as a Certified Public Accountant may be substituted for the educational and experience requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license may be required when travel is required of the position.