

ACCOUNTANT III

DEFINITION

Under general direction, to provide supervision, direction, coordination, and training for professional fiscal, payroll, and fiscal support staff; to perform a variety of the most complex accounting, fiscal analysis, and auditing in the preparation, maintenance, and analysis of County fiscal records and financial transactions; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the full supervisory and advanced journey level in the professional Accountant class series. Incumbents supervise other personnel and perform a variety of the most complex accounting and auditing work requiring substantial knowledge and background. Incumbents may be assigned to a special work areas as dictated by the needs of the Auditor=s Office. This class is distinguished from Accountant II by the exercise of supervisory responsibilities, performing a wide variety of the most complex fiscal management work in the Auditor-Controller=s Office.

REPORTS TO

Chief Deputy Auditor-Controller and/or Department supervisory management staff, as assigned.

CLASSIFICATIONS SUPERVISED

Incumbents may provide supervision, coordination, and training for Accountant I, II and coordination for fiscal support staff and payroll staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Provides supervision, training, and work coordination for assigned professional fiscal, technical payroll, and fiscal support staff; assigns and reviews work; provides consultation on unusual and complex problems; performs the most complex accounting work in the establishment and maintenance of County fiscal records; maintains a variety of ledgers and journals; maintains and updates the General Ledger; reviews fiscal records to ensure proper disbursement of funds; may prepare the annual County cost allocation plan; tracks grant funds and consolidates data; maintains and balances revenue information; oversees employee insurance administration; audits financial records and prepares

information for final audits; prepares a variety of financial reports and statements; assists with the development and control of budget information; may oversee and coordinate payroll functions; performs special financial analysis assignments; coordinates balancing of cash accounts with the banks and other responsible County departments; coordinates posting of journal entries; reconciles problem accounts; oversees contract administration; provides work direction, coordination, and training for fiscal support staff, as assigned; serves as a liaison with other government agencies, auditors, and the public; provides first line contact with contract auditors, preparing and providing documentation for the annual audit; performs verification of draft financial audit reports; performs adjusting entries, after verification as requested in audit reports; provides other County staff with a variety of information regarding fiscal processes and procedures; may provide coordination regarding property tax fiscal accounting with the Assessor=s Office and Tax Collector=s Office, as necessary; may be assigned some coordination responsibilities regarding the County=s computerized financial management, payroll, and tax systems.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with other staff.

DESIRABLE QUALIFICATIONS

Knowledge of:

General accounting theory, principles, and practices and their application to a variety of accounting transactions and problems. Laws, rules, regulations, and policies affecting the financial operations and transactions of the County. Government cost accounting and budgeting. Auditing theory, principles, and techniques and their application to government finance. Principles of account classification.

Budget development and control. The County=s computerized financial management, payroll, and property tax systems and computerized spreadsheet, database, and word processing software. Principles of supervision, training, and employee evaluation.

Ability to:

Provide supervision, training, and work evaluations for assigned staff. Assign and review the work of other staff. Perform a variety of the most complex accounting and financial transaction work. Provide coordination for the County=s computerized financial management, payroll, and property tax systems.

Proficiently use a variety of computerized spreadsheet, word processing, and data base software. Analyze and evaluate financial information, researching and gathering appropriate information to resolve problems. Monitor and update fiscal records. Prepare a variety of financial reports and statements. Gather, organize, analyze, and present a variety of information. Make mathematical calculations quickly and accurately. Use a computerized financial management system. Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of increasingly responsible fiscal management experience comparable to that of an Accountant II with Trinity County.

Education equivalent to successful completion of courses required for a major in accounting at an accredited four (4) year college or university, or successful completion of a professional accounting curriculum which included courses in elementary and advanced accounting, auditing, cost accounting, and business law. (An additional two years of technical/professional accounting/auditing experience may be substituted for the required education.)

Special Requirements:

None