



Accountant I
Accountant II
Accountant III

Class code:1001, 1002, 1003

Employee Group: Management/Confidential

FLSA: Exempt/Non-Exempt

Salary Band: 2, 3, or 4 (depending on assigned points)

I. Position Summary

Performs a variety of professional accounting and fiscal record keeping activities of an advanced nature; compiles specialized departmental or County-wide accounting and financial data. Responsibilities may include multiple program budget preparation and monitoring, development and monitoring of contracts or grants, analyzing cash flow needs, reconciliation and maintenance of fixed asset system, and development of department financial and related cost accounting records.

II. Supervision Exercised

May act as a supervisor or a lead.

III. Examples of Essential Position Duties

- Assumes responsibility for accounting functions, within the County or department, preparing, maintaining or reconciling all related financial records and reports; may include areas such as: accounts receivable and accounts payable journals; contract or grant accounting; fixed asset records; cost accounting; audit schedules, related work papers, and financial statements for the comprehensive annual financial report.
- Prepares interim, quarterly, and annual financial and status reports for managers, state and federal agencies for the area of assignment regarding expenditures, revenue projections, and grants in accordance with policy and directives of agency requiring the report; compiles data from all accounting records and verifies accuracy in order to record balance, revenues, and expenditures for statements.
- Prepares and monitors the department budget; compiles information necessary for revenue and expenditure projections for areas of assignments and assists in the development of budget requests; tracks expenditures for assigned area, researching discrepancies and assuring compliance with approved limits.
- Coordinates the billing, receipting, and updating of account records; classifies, prepares journal entries, and balances income and expenditures to proper accounts in accordance with legal and County requirements.
- Works with computer programmer to modify programs to meet accounting objectives; provides information and feedback on necessary program and/or network changes; may assist users in training, working with, and backing up the systems.
- Assists in preparing special reports or projects requiring extensive research, analysis, interpretation or auditing of statistical data.
- Responds to technical inquiries, problems, or complaints affecting availability or quality of services, providing assistance and information.
- Supervises other staff as assigned.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.

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- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Working irregular hours is required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

- Knowledge of professional finance or accounting principles, theories, concepts, practices, and terminology.
- Knowledge of governmental and cost accounting and budgeting principles and procedures.
- Knowledge of basic data processing principles and accounting applications.
- Ability to prepare and interpret detailed accounting reports and financial statements using generally accepted accounting principles.
- Ability to use independent judgment in responding to day to day operational issues.
- Ability to apply and adapt established accounting methods to a variety of financial transactions.
- Ability to organize and prioritize accounting or financial projects with minimal supervision.
- Ability to communicate effectively, both orally and in writing.
- Ability to develop and maintain effective working relationships with other staff, public officials, the general public, and representatives of other agencies.

V. Minimum Requirements (Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)

Education and Experience

- Bachelor's degree in accounting or business administration with major course work in accounting, AND two years of professional governmental accounting experience, preferably in the area of assignment; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Licenses, Certificates and Other

- Valid Oregon State Driver's License with acceptable driving record required for some positions.

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Occasionally requires exerting up to 20 pounds of force to move objects. Minimum physical effort is required. Some positions require driving.

Working Environments

Work is performed in an office environment and may include exposure to disruptive people.

VI. Additional Information

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This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Revised: 11/16