



Accounting Associate

Class code: 173

Employee Group: SEIU

Salary Range: 18

I. Position Summary

Under direction, to perform accounting, auditing, fiscal, and related staff support functions requiring analysis, interpretation, implementation, and communication of financial data utilizing a thorough knowledge of County accounting and fiscal functions and of automated systems related to assigned work area; and to perform related work as required.

II. Distinguishing Features

This is a paraprofessional level accounting position performing a variety of complex technical accounting and fiscal functions. Individuals in this position at this level are expected to work independently and exercise sound judgment and initiative. Only occasional instruction or assistance is needed as new or unusual situations arise. Must be fully aware of the operating procedures and policies. May provide training and functional direction and guidance to lower level staff.

III. Examples of Essential Position Duties

- Maintains and reconciles a variety of ledgers, reports and account records; prepares, posts, balances and reconciles transactions according to accepted accounting practices and procedures; examines and corrects accounting transactions to ensure accuracy.
- Analyzes and interprets data, prepares year-end audit schedules and assists with the creation of reports and documents.
- Assists in the management and maintenance of the County's financial system including but not limited to testing, participating in updates, monitoring, researching, and troubleshooting.
- Inputs, verifies, and updates information.
- Maintains the County's business association accounts, including but not limited to the County's purchasing cards and the County-wide business accounts. Provides user training when needed.
- Monitors and posts capital asset activity. Runs and reconciles depreciation reports and monthly and yearly asset balancing reports.
- Audits, approves, posts and scans journal entries.
- Gathers, checks, and tabulates data used in the preparation of records and reports.
- Assists departments and employees by providing information, explaining procedures, researching and diagnosing problems, answering questions, and providing guidance regarding accounting policies and procedures.
- Performs a variety of accounting functions including but not limited to backup to accounts payable staff and creating and updating financial system manuals.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- 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.

- Overtime may be required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

- Requires a knowledge of generally accepted accounting principles and governmental accounting standards board pronouncements and disclosure requirements; knowledge of government accounting and financial principles and practices; auditing techniques; and computerized financial systems. Ability to prepare and interpret detailed accounting reports and financial statements using generally accepted accounting principles; operate office equipment including a computer and peripheral equipment; understand and carry out oral and written directions; prepare reports and correspondence; communicate effectively, both orally and in writing; learn and utilize new skills and information to improve job performance and efficiency; and establish and maintain cooperative working relationships with those contacted in the course of work.

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 in accounting AND one year of progressively responsible financial accounting experience a) classifying, analyzing, and reconciling complex financial data and records; b) designing, recommending, and installing modifications of accounting methods, procedures, forms, and records; c) preparing audited financial statements and reports; d) analyzing and interpreting laws, regulations, codes, and ordinances to ensure the legality of financial transactions; and/or d) analyzing and interpreting complex accounts and account relations resulting in accounting entries, preferably with an automated financial system; OR
- A Bachelor's degree in any discipline that includes or is supplemented by at least 30 quarter (20 semester) credit hours in accounting. Credit hours must include at least the 300-level core accounting series and be from a system of higher education (four-year institution accredited to grant Baccalaureate degrees) AND five years of progressively responsible financial accounting experience a) classifying, analyzing, and reconciling complex financial data and records; b) designing, recommending, and installing modifications of accounting methods, procedures, forms, and records; c) preparing audited financial statements and d) analyzing and interpreting laws, regulations, codes, and ordinances to ensure the legality of financial transactions; and/or d) analyzing and interpreting complex accounts and account relations resulting in accounting entries, preferably with an automated financial system; OR
- At least 30 quarter (20 semester) credit hours in accounting. Credit hours must include at least the 300-level core accounting series and be from a system of higher education (four-year institution accredited to grant Baccalaureate degrees) AND seven years of progressively responsible financial accounting experience a) classifying, analyzing, and reconciling complex financial data and records; b) designing, recommending, and installing modifications of accounting methods, procedures, forms, and records; c) preparing audited financial statements and reports; d) analyzing and interpreting laws, regulations, codes, and ordinances to ensure the legality of financial transactions; and/or d) analyzing and interpreting complex accounts and account relations resulting in accounting entries, preferably with an automated financial system.

Licenses, Certificates and Other

Valid Driver's License and an acceptable driving record may be required.

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

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

Working Environments

Ability to work in a standard office environment; requires the ability to exert a small amount of physical effort in sedentary to light work; may require some moderate lifting, bending, reaching, kneeling and some climbing; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as typing, filing, data entry, and/or use of calculators, ten-key adding machine, or other office equipment or supplies. Driving may be required.

VI. Additional Information

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.

Adopted: 1/18