

YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: Accountant I

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|------------------------------|----------------------------------|---------------------------------|---------------------------------------|
| BAND: C | GRADE: 4 | SUBGRADE: 1 | CLASS CODE: J23-2441 |
| DEPARTMENT: Varies | ACCOUNTABLE TO: Varies | JOB FAMILY: Financial | OVERTIME STATUS: Non-Exempt |

JOB SUMMARY: The Accountant I is the entry level position that, under the guidance of a professional, performs professional level accounting activities involving research, evaluation and development of financial recommendations for county departments; drafts systems and procedures for compiling, tracking and monitoring financial accounts; prepares budgetary projections under the guidance of a professional.

DISTINGUISHING CHARACTERISTICS: The Accountant I is the entry level of a three (3) level accountant classification series. The Accountant I differs from the Accountant II classification by the entry level nature of the position and the duties designated towards accounting, account management and auditing while the Accountant II is responsible for contract administration, accounting systems.

| DUTY NO. | ESSENTIAL DUTIES: | BAND/ GRADE |
|-----------------|---|--------------------|
| 1. | Prepares a variety of complex reports, statements and documents for major County financial projects, year-end projections and special management financial review. | C4 |
| 2. | Compiles, monitors, maintains and analyzes county budget information; prepares budget documents, budgetary projects and recommendations. | C4 |
| 3. | Analyzes and evaluates financial information such as funding sources, investment options and contracts; recommends appropriate action. | C4 |
| 4. | Tracks, reviews and maintains assigned contracts and grant agreements for compliance with terms and conditions or accounts for consistency using generally accepted accounting principles. | C4 |
| 5. | Tracks fixed assets and maintains related records such as depreciation schedules, additions/deletions, reserves and/or contributing capital. Tracks, reconciles and calculates rates, costs and/or life span of assets and replacement funding. | C4 |
| 6. | Researches files and account historical records; reviews and evaluates information obtained and provides historical comparisons and financial forecasts for revenues and expenditures. | B2 |
| 7. | Tracks and maintains assigned accounts and funds. Performs related activities such as preparing general journal entries and reconciling accounts. | B2 |
| 8. | Checks accuracy of financial tracking system by testing, maintaining and evaluating financial information in the systems. | B2 |
| 9. | Performs the duties assigned to lower level classifications as needed. May also function as lead to other classifications. | B2 |
| 10. | Other duties as assigned. | |

Knowledge of: (position requirements at entry):

Knowledge of:

- Practices and principles of project management;
- Accounting theories and principles;

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- Financial theories and principles;
- Laws and regulations governing area of assignment;
- Budgeting theories and principles;
- Office practices and procedures including financial data processing.

Skills (position requirements at entry):

Skill in:

- Ability to plan, coordinate, supervise and evaluate the work of assigned employees;
- Providing direction to others;
- Applying basic accounting procedures;
- Interpreting policies, procedures, laws and regulation s;
- Attention to detail and accuracy;
- Preparing financial reports, statements and budget documents;
- Researching and analyzing financial data and formulating sound conclusions;
- Giving presentations;
- Using office equipment such as phones, copiers, calculators and fax machines;
- Using computers and related software applications;
- Establishing and maintaining effective interpersonal relationships at all organizational levels and with the public;
- Communication, both oral and written, sufficient to exchange or convey information and to receive work direction

Training and Experience (position requirements at entry):

Bachelor's Degree in Accounting / Finance or related field or an equivalent combination of education and experience which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job. Some positions may require lead worker experience.

Licensing Requirements (some positions may require at entry):

Some positions may require a current driver's license and proof of insurance, if requested;

Successful completion of a criminal, financial investigation and / or general employment verification;

Successful completion of specialty training and/or possession of specialty related certification is required within six months of appointment.

Working Conditions: Position may have the potential exposure to the following:

Environment: Pathogen exposure work in locked down facilities, exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting, most of the time.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

Classification History:

New Class: 01/98 Accountant

Revised: 01/99 Duty Update

Revised: 01/19 Duty Update

Revised: 07/21

Revised: 12/22