

YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: Accountant III

BAND: C C	GRADE: 4 5	SUBGRADE: 5 2	CLASS CODE: J23-2245
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	Job Family: Financial	OVERTIME STATUS: Exempt
JOB SUMMARY: The Accountant III performs complex professional level accounting activities; monitors financial activities; develops policies and procedures to ensure compliance with laws, rules and regulations; monitors and analyzes revenues and expenditure accounts; and supervises professional staff.			
DISTINGUISHING CHARACTERISTICS: The Accountant III is the highest level of a three (3) level accountant classification series. The Accountant III is distinguished by the necessity of a degree in Accounting or related field and preference for certification as a public accountant. This position also serves as a supervisor to professional accounting staff.			
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.	Tracks, reviews, analyzes and makes recommendations regarding complex reports, statements and documents for major County financial projects, year-end projections and special management financial review.	C4	
3.	Analyzes, audits and reconciles financial information such as contracts, grant agreements, funding sources, assigned accounts and cash flow options.	C4	
4.	Develops policy and procedural recommendations in response to changes in federal, state and local laws, rules and regulations.	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.	Functions as supervisor to professional level staff including assigning, monitoring and prioritizing workflow; makes recommendations on employee selection and evaluation. Supervises day to day accounting staff activities.	C4	
7.	Tracks legislation and ensures County compliance with laws, rules and regulations; assists State Auditor's staff by compiling requested information.	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.	B2	
10.	Other duties as assigned.		
Knowledge of: (position requirements at entry): Knowledge of: <ul style="list-style-type: none">• Practices and principles of project management;• Generally Accepted Accounting theories and principles;• Financial theories and principles;			

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- Laws and regulations governing area of assignment;
- Fixed asset accounting principles;
- Governmental and fund accounting theories and principles.

Skills (position requirements at entry):

Skill in:

- Ability to plan, coordinate, supervise and evaluate the work of all subordinated employees
- Applying Generally Accepted Accounting Procedures (GAAP);
- Assigning and monitoring the work of others;
- Interpreting policies, procedures, laws and regulations;
- Tracking fixed assets and monitoring equipment rentals;
- Tracking investments and cash flow and analyzing financial information;
- Preparing sound financial recommendations;
- Paying attention to detail and accuracy;
- Preparing complex financial reports and statements;
- 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 give or receive work direction.

Training and Experience (position requirements at entry):

Bachelor's Degree in Accounting, Finance or related field and five (5) years of professional level accounting experience including two years of supervision or three years of experience as a lead to professional staff; or an equivalent combination of education and experience which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.

Preferred:

- Bachelor's Degree in Accounting / Finance.
- Certified Professional Accountant.

Licensing Requirements (position requirements at entry):

Some positions may require a current Driver's license and proof of insurance, if requested;
Successful completion of a criminal and/or financial investigation and 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 Senior Accountant

Revised: 01/99 Duty Update

Revised: 07/21

Revised: 12/22

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FINAL