

## **JUNIOR ACCOUNTANT**

### **Purpose Statement**

The job of Junior Accountant was established for the purpose/s of providing support to department activities with specific responsibility for the processing, recording, updating and reconciling fiscal information in compliance with established policies; providing instructions, recommendations and/or accounting support to other personnel; and analyzing expenditures against budget.

This job reports to Budget and Finance Director

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### **Essential Functions**

- Assists auditors for the purpose of providing supporting documentation and/or information on internal process that is required for audit.
- Assists in performing general ledger accounting functions as needed and/or assigned (e.g. general ledger, purchasing, etc.) for the purpose of ensuring that department functions are completed in an accurate and timely manner during short times of need.
- Compiles a wide variety of financial information related to work assignments (e.g. proof resolutions, gasoline vendor invoices, capital project funds, etc.) for the purpose of providing required documentation and/or processing information.
- Informs other staff regarding procedural requirements for the purpose of facilitating financial compliance within established practices.
- Maintains a wide variety of financial information, files and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Processes a wide variety of financial information for the purpose of updating and distributing information and/or complying with established accounting practices.
- Provides support to other departmental personnel regarding procedures and program requirements for the purpose of ensuring efficient processing in compliance within district policy and established regulatory guidelines.
- Reconciles a wide variety of financial data for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Researches discrepancies of financial information and/or documentation for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Responds to inquiries from a wide variety of sources (e.g. district employees, vendors, auditors, etc.) for the purpose of facilitating communication and/or providing guidance among several parties; and providing information and/or referral for addressing inquiry.
- Reviews financial information for the purpose of identifying potential budget variances, compiling statistical information and conforming to established financial practices and regulatory requirements.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; operating standard office equipment including pertinent software applications; performing accounting procedures; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles and budget processing.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; maintaining confidentiality; setting priorities; meeting deadlines and schedules; working with detailed information; and adapting to changing priorities.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience with increasing levels of responsibility is desired.

**Education** Community College and/or Vocational School degree with study in job related area.

**Equivalency** None Specified

### **Required Testing**

None Specified

### **Certificates & Licenses**

None Specified

### **Continuing Educ. / Training**

None Specified

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

### **Salary Grade**

Classified 24