

JUNIOR ACCOUNTANT - FINANCE ASSISTANT

DEFINITION:

Performs professional accounting work, including the examination, analysis, maintenance, reconciliation, and verification of financial records; assists in developing and installing new accounting and cost systems; recommends improvements in established accounting and office management systems; prepares reports; and related work as required.

CLASS CHARACTERISTICS

Direction is provided on day to day basis by Accounting Manager and/or Director of Finance with general departmental oversight from the Director of Finance.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following:

Prepare a wide variety of journal actions dealing with payroll, fund transfers, invoices, and other subjects.

Maintain general and subsidiary ledgers.

Assist in the design, installation, and improvement of central and departmental accounting systems and procedures.

Assists with grant applications and financial management requirements.

Coordinate the keeping of a complex set of cost and control accounts.

Prepare periodic financial statements, analyses, and reports.

Assist in the collection, custody, and disbursement of City funds.

Assist with auditing requirements.

Maintenance of payroll and employee benefit information.

QUALIFICATIONS GUIDELINES:

Education and/or Experience

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying for the position.

Knowledge, Skill and Abilities

Governmental accounting, auditing, and financial reporting principles and practices.

Governmental budget preparation and analysis.

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Modern office practices, procedures, methods, and equipment.

Analyze and verify financial records and documents.

Assist in installing and maintaining computerized accounting and budgeting systems, including instructing others.

Reduce complex financial data to a readily comprehensible form.

Establish and maintain effective working relationships.

PHYSICAL PROFILE: I, 4, 7, 12

SALARY GRADE: 555