



Accountant

Class Code:
4920

Bargaining Unit: Unrepresented - Non-management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: Feb 8, 2008
Revision Date: Nov 14, 2016
Revision Date: May 26, 2021

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION

Under general direction, to perform a variety of professional accounting work; to prepare analytical, narrative, statistical and accounting reports; and to perform other related duties as assigned.

DISTINGUISHING FEATURES

This is the journey-level position of the Accountant series. This class works independently and may have a wide range of accounting responsibility, focusing on general ledger, analysis and reporting requirements. This class is distinguished from the Senior Accountant in that the latter serves as a lead, and performs complex and more difficult accounting work whereas the Accountant performs journey-level accounting work.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in this classification does not necessarily perform all the duties listed.

1. Prepares a variety of financial reports and analytical accounting, statistical and narrative reports for the Finance Bureau.
2. Classifies receipts according to funds; maintains and reconciles records for trust funds, claims, receivables, revenues and expenditures.
3. Assists in the creation of journal entries, analysis for periodic accruals, monthly financial close cycle, and monthly and quarterly reports, and support schedules.

4. Maintains fiscal records with varied accounting functions; examines, verifies and screens fiscal documents such as vouchers, warrants, requisitions, purchase orders, receiving records and invoices; and records transactions in subsidiary and general ledgers.
5. Prepares financial statements, including the budget, trial balance, balance sheet, revenue and expense summary, general ledger details and analysis, and ad hoc reports as requested.
6. Maintains and oversees the general and subsidiary ledgers to ensure they are current, accurate and adhere to prescribed work methods and directions; reconciles ledger activities and accounts; and makes recommendations for adjusting entries.
7. Initiates electronic transfers to interface with financial institutions, federal, state and local agencies.
8. Gathers information from the Court's financial reporting systems, account balances, cash flow statements, and other supporting documents in preparation for internal or external audits.
9. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education:

Possession of a Bachelor's degree from an accredited college or university with major coursework in accounting, finance or other closely related field.

And

Experience:

The equivalent to two years of full-time professional accounting, auditing experience or administrative experience which included significant accounting and fiscal work.

Education Substitution

Additional qualifying work experience may substitute for the required education on a year-for-year basis. One year (2000 hours) of additional qualifying work will be considered equivalent to 30 semester units / 45 quarter units.

KNOWLEDGE AND ABILITIES:

Knowledge of general and governmental accounting and auditing principles, theory and procedures; general ledger accounting; preparation and analysis of financial reports, statements

and accounting; modern business office practices and procedures; working knowledge of computer spreadsheet and word processing applications; preparation and analysis of financial statements; report writing techniques; electronic data processing concepts, systems and terminology.

Ability to interpret and apply business and governmental laws and regulations; prepare comprehensive, clear and concise accounting and statistical reports; operate standard office equipment; read and interpret financial reports; work independently; exercise judgment; communicate effectively both orally and in writing; learn a variety of specific accounting information systems; establish and maintain a variety of fiscal records; establish and maintain cooperative working relationship with staff, managers and external agencies; analyze financial and numerical data, and draw logical conclusions; plan, organize and complete work assignments on a timely basis.

CLASSIFICATION HISTORY:

Date established: 02/08/2008

DP/RT: DP