



CLASSIFICATION SPECIFICATION

CLASS NUMBER 70161

ACCOUNTANT

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE 1/29/01

The duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, an Accountant may not perform all of the duties listed. However, it is mandatory that the first duty (I) be performed a minimum of 20% of the time.



Summary of Essential Duties

The primary purpose of the Accountant position is to establish and maintain accounting systems, solve accounting problems, participate in the design and development of accounting systems, procedures and policies, and perform internal audits. This involves advising the agency on fiscal/financial problems and procedures, reconciling accounts, and ensuring that the agency follows proper accounting and bookkeeping procedures. In addition, the position prepares and writes various fiscal/financial reports.

Duties

Frequency: 55% +/-15%

- I. Establishes and maintains accounting systems, solves accounting problems, participates in the design and development of accounting systems, procedures and policies, and performs internal audits.

Frequency: 30% +/-10%

- II. Prepares and writes basic and advanced-level fiscal/financial reports.

Frequency: 10% +/-5%

- III. Performs basic and advanced-level budgeting duties, including collaborating in and overseeing the preparation of a budget submitted to the state and federal government.

A. Collaborates in maintaining expenditure control.

B. Reviews budget for compliance with state and/or federal statutes, rules, regulations and procedures.

Frequency: 5% +/-2%

- IV. Assists agency employees with the performance of fiscal/financial and clerical duties when necessary.



**ADDITIONAL DUTIES FOR THE
JOB CLASSIFICATION OF
ACCOUNTANT**

NOTE: The following duties include functions that may be performed by some but not the majority of individuals in the classification.

- I. Performs research for fiscal personnel.
- II. Serves as witness for court cases.



**KSA'S FOR THE
JOB CLASSIFICATION OF
ACCOUNTANT**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Basic and advanced-level accounting, bookkeeping and auditing principles and procedures; Intermediate-level mathematical principles; Banking procedures; Billing procedures; Managerial accounting systems; Fiscal systems; Data entry procedures; Word processing functions; Computer systems; Typing principles; Procedures for preparing invoices; Agency fiscal/financial procedures and operations.	Advising; Data entry/typing; Word processing; Computer operations; Oral communication; Organization; Writing.	Collect data; Develop new managerial accounting procedures, policies, programs and systems; Interpret policies and procedures; Work with others; Listen for problems or issues and provide response or explanations; Give or exchange facts and routine information; Provide technical advice to others; Perform intermediate-level mathematical operations; Perform accounting, bookkeeping and auditing operations; Operate computer systems; Enter data into keyboard (i.e., type); Implement accounting programs/systems; Interpret technical financial materials; Make independent decisions concerning Agency fiscal and managerial accounting systems; Explain procedures to others.
II	Fiscal/financial report writing principles and procedures; Data analysis techniques; Intermediate-level mathematical operations; Travel vouchers; Travel expense reports; Agency fiscal/financial reports and correspondence.	Analyzing data; Writing; Organization; Oral communication.	Work with others; Analyze data; Write fiscal/financial reports; Prepare travel vouchers and other Agency correspondence; Review and comment on reports; Collect data; Perform intermediate-level mathematical operations; Perform fiscal operations; Interpret policies and procedures; Give or exchange facts and information concerning fiscal/financial reports; Make independent decisions concerning fiscal/financial reports; Interpret technical material (e.g., reports); Explain technical fiscal/financial issues to others.



<p>III</p>	<p>Budgeting principles and procedures; State and Federal statutes, rules, regulations and procedures for preparation of a budget; Random moments survey; Intermediate-level mathematical principles.</p>	<p>Oral communication; Organization.</p>	<p>Perform budgeting duties; Oversee the preparation of a budget; Work with others; Maintain expenditure control; Explain technical fiscal/financial issues to others; Define problems; Establish facts; Draw valid conclusions; Listen for problems or issues and provide responses or explanations; Perform intermediate-level mathematical operations; Interpret technical materials; Make independent decisions concerning the budget.</p>
<p>IV</p>	<p>Agency payroll procedures; Typing principles; Computer operations; Word processing functions; Intermediate-level mathematical principles; The duties of various clerical personnel (e.g., Cashier, Account Clerks).</p>	<p>Organization; Oral communication; Typing; Writing; Word processing; Operating computers.</p>	<p>Work with others; Assist others; Perform a variety of duties (e.g., payroll, serve as back-up Cashier, clerical tasks); Perform intermediate-level mathematical operations; Enter data (i.e., type); Use computers.</p>



Minimum Qualifications

- Completion of undergraduate major core coursework in accounting.
- Or completion of two years of education in accounting technology. Also requires six months experience in accounting.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The position requires no unusual physical effort or exertion. The work is mostly sedentary. The position involves very limited probability of any injury, such as would be expected in typical office environments. The position requires normal use of safe work practices.