



## Career Service Authority

### Staff Accountant

Page 1 of 4

#### **GENERAL STATEMENT OF CLASS DUTIES**

Performs entry level professional governmental accounting work applying generally accepted accounting principles to prepare, record, and review financial information while receiving training in fiscal laws, rules, regulations, and procedures.

#### **DISTINGUISHING CHARACTERISTICS**

The Staff Accountant performs routine accounting functions under close supervision, and as the employee gains experience, assignments are performed with increasing independence. It is distinguished from an Associate Accountant that performs standard level professional governmental accounting work on routine and moderately complex assignments and receives supervision on more complex assignments. The Staff Accountant is distinguished from the Senior Accountant that performs full performance level professional governmental accounting work including analysis and presentation of financial statements, statistical reports and budget documents and consultation with management for interpretation of the data in the decision-making process.

This class is also distinguished from the Auditor series, which describes customary audit-oriented duties, and from the Agency Budget Analyst series, which describes agency representatives involved in coordinating within an agency the development of an agency's annual budget request and monitoring the expenditures of the agency's budget.

This class is also distinguished by the following factors:

#### ***Guidelines, Difficulty and Decision Making Level:***

Procedures, methods, and techniques to be used are well established with options to be considered well defined. Tools, work aids, and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Duties assigned are primarily routine, repetitive, and restricted in intricacy with little or no discretion in how they are carried out.

#### ***Level of Supervision Received and Quality Review:***

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

***Interpersonal Communications and Purpose:***

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

***Level of Supervision Exercised:***

No supervisory responsibility.

**ESSENTIAL DUTIES**

Performs assignments which are primarily routine and restricted in intricacy using well established and well defined procedures, methods and techniques, and receives instruction in the interpretation and application of appropriate fiscal laws, rules, regulations, and procedures.

Under guidance, performs regularly scheduled and routine reconciliations, ledger maintenance, delinquent account collections, journal entries and inventory controls.

Uses manual and automated methods to prepare routine revenue/expense reports, balance sheets and financial statements.

Assists with the review of financial, cost or general ledgers to identify accounting data problems, errors in coding or trends in revenues/ expenditures and assists in the implementation of corrective action.

Assists with the review of contract terms, grant applications, ordinance requests and state and federal legislation for fiscal impact.

Perform other related duties as assigned or requested.

.....  
Any one position may not include all of the duties listed.  
However, the allocation of positions will be determined by  
the amount of time spent in performing the essential duties  
listed above.  
.....

**MINIMUM QUALIFICATIONS**

***Competencies, Knowledges & Skills:***

**Technical Competence** - Through formal training, understands and appropriately applies procedures, requirements, regulations and policies related to specialized expertise; maintains credibility with others on technical matters.

**Integrity/Honesty** - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

**Reasoning** - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

**Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Attention to Detail** - Is thorough when performing work and conscientious about attending to detail.

**Learning** - Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

**Flexibility** - Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

Knowledge of the principles and practices of accounting and auditing sufficient to be able to establish, maintain, understand and interpret various accounting systems, for general purposes or to assist others.

Knowledge of budgeting principles and practices sufficient to be able to perform a variety of duties related to the work assignment.

Knowledge of computers and software sufficient to be able to evaluate system capabilities and troubleshoot systems following implementation.

Knowledge of mathematics sufficient to be able to perform statistical computations and prepare reports.

Skill in writing, expressing ideas and facts clearly and utilizing proper grammatical form.

Skill in interpreting and applying written guidelines, precedents and work practices to standardized work situations or specific cases.

Skill in recognizing non-standardized situations and preparing recommendations for problem resolution.

Skill in practicing the principles of effective and persuasive communication to elicit and/or present explanatory or interpretive information.

Skill in establishing and maintaining effective working relationships with other employees, organizations and the public.

Performs other duties as assigned or requested.

***Physical Demands:***

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping or otherwise working with hand(s)

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words

Hearing: perceiving the nature of sounds by the ear

Repetitive motions: making frequent movements with a part of the body

Eye/hand/foot coordination: performing work through using two or more

***Working Environment:***

Subject to many interruptions.  
Pressure due to multiple calls and inquiries.

***Education Requirement:***

Bachelor's Degree in Accounting, Business Administration, Finance or a directly related field, including a minimum of 15 semester hours in accounting courses.

***Experience Requirement:***

None.

***Education/Experience Equivalency:***

None.

***Licensure and/or Certification:***

None.

**CLASS DETAIL**

***FLSA CODE:*** Non-exempt

***ESTABLISHED DATE:*** 09/16/1995

***REVISED DATE:*** 09/01/2003  
04/11/2010  
12/18/2011

***REVISED BY:*** 09/2003, Tony Gautier  
04/2010, Paul Wiberg  
12/2011, Meredith Creme

***CLASS HISTORY*** 09/2003 - Added competencies to existing spec and put into new format.  
04/2010 - Added language to the *Education Requirement* to make it consistent with the Senior Accountant class specification.  
12/2011 - Revised to align with entry level/training concept of a Staff level class in a 3 classification series.