

## **STAFF ACCOUNTANT**

### **DEFINITION**

Under general supervision, performs a variety of professional accounting work as well as internal and external financial reporting; performs related work as assigned.

### **CLASS CHARACTERISTICS**

*Staff Accountant* is a journey level class in the Accountant series. Incumbents perform professional accounting work of average difficulty in the establishment and maintenance of accounts and financial records with minimal direction. Incumbents possess an understanding of GAAP, governmental accounting, accounting functions, and their implications to the general ledger and are fully competent to independently perform a broad variety of professional accounting duties. The work includes analyzing, researching, and responding to technical, complex and often sensitive fiscal issues. Incumbents also provide complex and specialized accounting services. This class is distinguished from Accountant in that the latter performs more complex and difficult accounting work and analysis.

### **EXAMPLES OF DUTIES** (*illustrative only*)

- Oversees the proper application of encumbrances; uses an automated financial system to reconcile records with the State Controller's balances; analyzes and reconciles accounts and ledgers; performs reconciliation of balances and generates financial reports.
- Prepares ad hoc financial reports using spreadsheets and financial report generators.
- Reviews retirement reports and payment programs received from other state agencies.
- Analyzes budget versus actual reports for accuracy and the status of budget allocations.
- Communicates with court personnel, the Judicial Council, and the State Controller's Office staff regarding accounting matters.
- Prepares correspondence.
- Generates month-end, quarterly, and year-end financial statements for review.
- Prepares account analyses.

### **WORKING CONDITIONS**

- Must be available to work overtime and on weekends and holidays.

## **QUALIFICATIONS**

### **Knowledge of:**

- Generally accepted accounting principles, practices, and procedures.
- Principles, practices, and applications of general, fund, and governmental accounting.
- Principles and practices of auditing and reviewing financial documents.
- The operation of personal computers and the use of specified computer applications, such as word processing, spreadsheets, and financial systems.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

### **Ability to:**

- Interpret, explain, and apply principles and practices of general, fund, and governmental accounting.
- Review and audit financial documents for completeness and accuracy.
- Review, post, and balance financial data; generate and reconcile financial reports using an automated financial system.
- Maintain accurate financial records and prepare accurate and timely reports.
- Present financial information clearly and concisely, orally or in writing.
- Organize, research, and maintain office files.
- Organize own work, set priorities, and meet critical deadlines.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheets, and financial systems.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

### **Licenses and Certificates:**

None.

### **Education and Experience:**

Equivalent to an associate degree, preferably with major course work in accounting and three years of experience as a professional accountant. Additional directly related experience may be substituted for the education on a year-for-year basis.

OR

One year of experience at the Judicial Branch as a Senior Accounting Technician or one year as a Staff Analyst with the judicial branch performing professional accounting work.

Additional directly related experience may be substituted for the education on a year for year basis. Additional directly related college level education may be substituted for the experience on a year for year basis.