

## ACCOUNTANT

### **DEFINITION**

Under direction, performs the full range of professional accounting work regarding the preparation and analysis of financial records and reports, and estimates of future expenditures based on historical financial information; performs related work as assigned.

### **CLASS CHARACTERISTICS**

*Accountant* is an advanced journey-level class of the Accountant series. Incumbents possess specialized experience and knowledge of accounting, financial reporting, auditing, the budget process, relevant policies and procedures, analysis, and planning, and have the full range of analytical financial responsibilities. This class is distinguished from Senior Accountant in that the latter provides lead direction and work review to assigned staff and/or performs and coordinates complex and specialized work.

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

- Maintains accurate financial records and accurate, timely financial reports.
- Maintains consistent cash flow analyses for judicial branch entities including grant related funding.
- Reviews incoming and outgoing contracts for financial, internal control, and regulatory compliance and signs off as the accounting officer.
- Conducts site review of grantee and court record keeping procedures.
- Analyzes and reviews financial related legislation and expenditure reports and drafts necessary issue papers and recommendations.
- Confers with staff of the executive and legislative branch agencies on financial matters.
- Reviews State Controller's Office documentation and reconciles to judicial branch data.
- Communicates orally with and writes correspondence to and prepares written analysis for trial court, appellate court, and Judicial Council personnel, vendors, grantors, and grantees regarding financial matters.
- Drafts material to summarize, analyze and justify budget proposals, including grants.
- Performs cost-benefit analyses on ongoing and planned projects, including grants.
- Performs financial projections on spending patterns, cash flow, and appropriation balances.
- Interprets financial requirements contained in various state and federal guidelines/regulations affecting financial matters, including grants, taxes, and travel.
- Coordinates with the financial administration of grants.
- Conducts workshops on financial procedures and practices.
- Analyzes budget versus actual reports for accuracy and the status of budget allocations.
- Conducts special studies, reviews, and analyses as assigned.

## **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.
- Principles and practices of budget administration.
- Principles of financial data collection and control.
- Practice of reviewing financial documents for completeness and accuracy.
- Principles and practices of grant preparation, administration, and auditing.
- 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.
- Interpret, explain, and apply requirements, rules and regulations related to various funding sources.
- 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.
- Use tact and discretion in dealing with those contacted in the course of the work.

**Licenses and Certificates:** None.

**Education and Experience:**

Equivalent to possession of a bachelor's degree preferably with major course work in accounting, and three years of professional accounting experience.

Additional directly related experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree may be substituted for one year of the required experience.

Or

Two years as a Staff Accountant with the Judicial Branch.