

Classification Description



Title: Accountant I
Department: Finance and Regulatory Services
Job Code: 6001
Pay Range: 14
FLSA Status: Non-exempt

Bargaining Unit: AFSCME 3580
Established: 2007
Revised: 06/2023
EEO Category: Professionals

CLASSIFICATION DESCRIPTION

Perform professional accounting duties of limited complexity. Prepare, maintain, balance and analyze financial data for posting to general ledger and other fiscal records to reflect accurate accounting and distribution of income and expenses in accordance with professional standards. Reconcile accounts and adjust discrepancies. Assist in maintaining accounting systems.

DISTINGUISHING FEATURES

This is the entry-level in the professional accounting classification series. It is distinguished from Accountant II by working with limited independence on less varied and less complex assignments. Work is generally performed using established guidelines and procedures and is subject to review by a higher-level accountant.

DUTIES AND RESPONSIBILITIES

1. Reconciles and analyzes bank statements to the general ledger to assure accuracy. Performs research on accounting transactions. Adjusts discrepancies through journal entries or through contact with other staff.
2. Reconciles and analyzes asset and liability accounts in the general ledger to assure accuracy.
3. Creates or maintains procedures in a specific accounting area.
4. Assists department personnel in preparing and maintaining accounts of their financial transactions; audits their accounts and entries periodically to ensure compliance.
5. Conducts special projects as requested. Compiles, analyzes and summarizes accounting data in a meaningful manner.
6. Responds to inquiries from other departments and the public; provides information when authorized or refers to the appropriate sources.
7. Assists in the preparation of financial reports and projections; prepares journal entries.

It is the responsibility of all Metro employees to:

1. Fulfills Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability.
 - Builds and maintains positive relationships and contributes to a positive team atmosphere; engages others in ways that foster respect and trust.
 - Encourages and appreciates diversity in people and ideas – seeks to understand the perspectives of others.

- Provides excellent customer service – assists the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations.
 - Practices continuous improvement - researches new possibilities, contributes ideas and stays current in field of work.
 - Demonstrates sustainable practices in applicable field and generally for resource use and protection.
 - Works assigned schedule (if applicable) and exhibits regular and predictable attendance.
 - Works in a safe manner and follows safety policies, practices and procedures.
 - Complies with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate.
2. Performs assigned duties during an emergency situation.
 3. Performs other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Work Experience:

- Associate's degree in accounting and,
- One year of accounting experience or,
- Any combination of experience, education and training which provides the equivalent scope of knowledge, skills and abilities necessary to perform the essential job duties.

Knowledge, Skills and Abilities:

- Knowledge of governmental accounting principles and practices.
- Knowledge of computerized accounting software, systems, and Excel spreadsheets.
- Skill in accurately and timely preparing accounting reports, using generally accepted accounting principles.
- Ability to organize and prioritize accounting projects to meet deadlines.
- Ability to analyze and interpret moderately complex financial data.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish effective working relationships with other staff and the public.
- Ability to operate standard office equipment, such as a calculator, fax, photocopier, printer and computer.
- Ability to use discretion with confidential or sensitive information.
- Ability to perform essential duties and responsibilities.
- Ability to perform (with or without a reasonable accommodation) the physical demands in the work environment and operate the tools and equipment.
- Ability to successfully pass the background check and screening requirements if required for the position.

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- Ability to possess a current driver's license and driving record sufficient to be insured by Metro insurance carrier if required for the position.

SUPERVISION RECEIVED

- Supervision is received from a supervisor or manager.
- The Accountant I works under general supervision and does recurring assignments independently. The employee gets technical guidance from the supervisor or a higher-level professional accountant on unusual or unprecedented occurrences. The employee receives guidance in areas such as interpretation of agency policies and regulations governing the work and special project requirements. Typically, the employee works independently, and review is by the supervisor or higher-level accounting professional as needed to ensure accuracy, completeness, and compliance with generally accepted accounting principles and regulatory standards.

SUPERVISION EXERCISED

- Does not supervise. May provide informal training/instructions to others.

TOOLS AND EQUIPMENT USED; PROTECTIVE CLOTHING

- All standard office equipment including but not limited to computer and printer, fax machine and copy machines; computer software including MS based word-processing and spreadsheets.

WORK ENVIRONMENT

- Work is regularly performed in an office setting and may be done remotely.
- Minimal physical exertion is generally required. Learned physical skill is required to perform keyboarding and 10-key functions.
- Work pressures, disturbances of workflow and/or irregularities in the work schedule are expected to occur on an occasional basis.

The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties.