

NEW CASTLE COUNTY GOVERNMENT

Number 0250

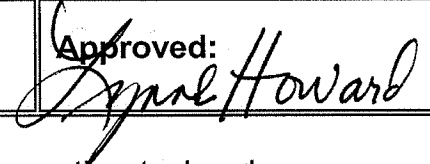
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Date 06/28/10

CLASS SPECIFICATION

Title: ACCOUNTANT I

Approved:



GENERAL STATEMENT OF DUTIES: Performs professional accounting tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs professional and responsible supervisory work in the maintenance and review of fiscal accounts. Employees in this class maintain complex fiscal records, applying professional accounting principles and methods. General supervision is received, but independent judgment and initiative are required in the solution of professional accounting problems.

EXAMPLES OF WORK: (Illustrative only)

- Supervises the keeping of general, subsidiary, appropriation and other ledgers and supporting accounting controls, and the classification of accounts.
- Prepares detailed accounting reports of all funds and prepares special analysis reports required to determine the efficiency of various operations;
- Supervises the preparation of vouchers and payrolls;
- Prepares a variety of regular and special accounting and budget reports;
- Oversees the installation and modification of County accounting systems in accordance with County program needs and professional accounting standards;
- Enters and posts fiscal information to vouchers, receipts and accounting records;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of accounting principles, practices and methods including governmental accounting; good knowledge of budgetary practices; good knowledge of office methods and procedures; ability to prepare complete and accurate reports and statements of a complex nature; ability to supervise the work of subordinates; ability to perform detailed work involving written or numerical data and to make mathematical calculations rapidly and accurately; ability to establish effective working relationships with employees, County officials and the general public; ability to communicate courteously and effectively, both verbally and in writing.

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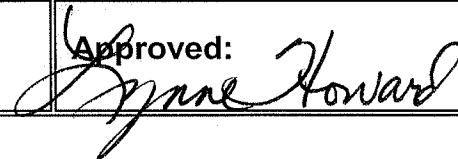
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CLASS SPECIFICATION

Date 06/28/10

Title: ACCOUNTANT I

Approved:



MINIMUM QUALIFICATIONS: At least one (1) year professional accounting experience and possession of a Bachelor's Degree from an accredited college or university with major course work in accounting or business administration; or an equivalent combination of education, experience or training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Ability to pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:

Established: 07/01/73
Revised: 09/18/89
Revised: 04/01/94
Revised: 07/01/97
Revised: 05/01/01
Revised: 08/07/08
Revised: 06/28/10