

Market Range Detail - Accountant

Effective Date

September 19, 2011

Market Range Title Description

Positions in this market range title perform a variety of professional level accounting functions related to the preparation and maintenance of financial records, the audit of financial transactions and the production of reports and statements in a centralized or departmental setting.

Performs a variety of accounting assignments including the annual setup and maintenance of accounting records, the classification of revenue and expenditure transactions, journalizing accounting transactions, and preparing closing period adjustments. Reviews and audits a variety of accounting and financial documents ensuring accuracy and makes correcting entries when necessary. Examines supporting documentation to establish proper authorization and conformance with contracts and other agreements, policies and appropriate regulations. Prepares trial balances, reconciliations, work sheets, and schedules. Compiles and prepares journal entries and periodic reconciliations of general ledger, journal, subsidiary accounts and bank statements. Compiles and prepares financial reports and supporting schedules and documentation. Reviews, evaluates, and may assist in the preparation and maintenance of the budget and internal controls. May compile departmental operational and/or capital improvement figures and review and authorize expenditures. Maintains financial records for various funding sources, including grants and capital improvement projects and prepares reports for such funding agencies. Makes complex or difficult adjusting entries affecting several subsystems of a departmental accounting system. Reviews invoices and ensures proper documentation, balances against requisitions, purchase orders and contracts. Confers with operating staff, vendors, contractors and others regarding invoices and payment status. Maintains accurate records and files. May perform cost and/or rate studies and analyze cost factors. May direct the work of others on a project or day-to-day basis. May maintain inventory records and participate in physical inventories.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$18.76	\$25.40	\$32.04

Likely Minimum Qualifications

- Bachelor's degree in accounting, finance, or closely related field
- Some experience may be preferred depending on assignment.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications.

Working Titles

- Accountant
- Rico Accountant
- Victim Compensation Accountant
- Fleet/Fixed Asset Accountant
- Senior Accountant
- Grants Accountant
- Senior Grants Accountant

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.