Class Title: **ASSOCIATE ACCOUNTANT**

Jurisdictional Class: **Competitive**
Date Adopted: **May 27, 1999**
Date Revised: **July 18, 2000 (MQ)**
Jurisdictions: **County**
Union Status: **CSEA**
Pay Grade: **14**

DISTINGUISHING FEATURES OF THE CLASS: Performs routine accounting and/or moderately difficult bookkeeping work maintaining financial accounts and records in accordance with government accounting standards. Incumbents operate under general supervision and may supervise clerical personnel. The class is distinguished from that of accountant by a lower level of training and experience and performing less difficult work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)
Posts to and maintains a variety of accounts, ledgers and journals;
Enters data in computerized financial system;
Reconciles records to balance ledgers and journals;
Maintains double entry books, classifying and recording receipts and expenditures, distributing items according to standard;
Maintains employee time and leave accruals and assists in employee benefits administration;
Compiles and computes payroll data verifying and posting changes, and prepares payroll;
May balance and reconcile bank statements and receive and deposit funds;
May help prepare and maintain department budget;
May compile and prepare labor, material, inventory and operations cost records and reports;
May prepare, verify or audit a variety of documents, records and reports including vouchers, checks, payrolls, expense claims and simple financial reports and statements;
Operates computers, calculators, copy machines and other office equipment as required;
Performs a variety of routine office duties including answering telephone, accepting money, issuing receipts, assisting customers and answering routine questions or referring the inquiry.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of general accounting principles, practices and techniques, and of office terminology, procedures and equipment; business mathematics and English. Working knowledge of governmental accounting standards and procedures. Ability to understand and follow oral and written directions, write legibly and supervise the work of others. High degree of accuracy and good judgment.

MINIMUM QUALIFICATIONS:

(A) Associate degree from a regionally or accredited college including 15 credit hours in accounting or bookkeeping courses, **OR**

(B) High school diploma or equivalent including business mathematics and bookkeeping courses and two (2) years experience in maintaining fiscal records and accounts; **OR**

(C) An equivalent combination of experience and training as outlined by (A) and (B) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

Last Reviewed: n/a
Last Updated: July 18, 2000 (MQ)
Reviewed By: n/a
Last Reallocated: n/a

Class Title: **ASSOCIATE ACCOUNTANT**

Last Reviewed: n/a
Last Updated: July 18, 2000 (MQ)
Reviewed By: n/a
Last Reallocated: n/a