

ACCOUNTANT I

Department:	Finance	Reports To:	Accountant III
Division:	Administration	Location:	Administration Building
FLSA Status:	Non-Exempt	Classification:	Full-Time/Civil Service
Approved By:	Director of Finance	Date of Approval:	January 1999
Pay Grade Level:	6		

JOB SUMMARY

Responsible for the performance of professional accounting work in the recording and reporting of financial transactions and budgetary control for assigned funds and Parish departments; reviews accounts payable, payroll, and other fiscal records; prepares financial reports/statements and analyses. This is the entry/journey level classification in the professional Accountant series within the Department of Finance. Following a brief training period, incumbents in this class are expected to perform the full range of professional accounting work required in the daily operation of the Department of Finance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Facilitates and participates in the posting, balancing, and reconciliation of the general ledger and subsidiary accounts of assigned projects, programs, and/or departments
- Monitors the budget activities of assigned projects, programs, and/or departments, determining if funds are available and expenditures properly classified; researches and analyzes transactions to resolve budget problems; provides analysis of available funds at the request of management
- Prepares work papers, financial statements, and various reports for federal, state, and other outside agencies, as well as for internal accounting and auditing
- Prepares financial projections and reviews with operating departments and program/project administrators
- Monitors and reports on the financial status of state and federal grants, capital improvements projects and other special programs/projects as required by funding regulations
- Works with auditors and state and federal regulatory monitors in providing the necessary financial information required in determining parish compliance with financial management requirements in the implementation of a state or federally funded programs and projects

- Reconciles bank statements
- Maintains records of fixed assets
- Monitors assigned accounts payable and receivables to ensure that accounts are up-to-date
- Analyzes and rectifies financial report discrepancies and problems
- Reviews mathematical accuracy of all invoices submitted to ensure that all are within budgetary limitations and sufficient for subsequent completion of annual audit

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- Performs the job duties of the Accounting Clerk II in his/her absence
- Assists in the preparation of the annual budget
- Assists in the completion of annual audit by retrieving departmental records and photocopying
- Assists assigned departmental personnel with budget activity, proper expenditure coding, document preparation, and other accounting-related activities
- May receive and resolve complaints/questions/concerns received from state and federal funding agencies, vendors, employees, and departmental supervisors regarding payroll, the status of invoice payments, and delivery of materials/supplies ordered
- All parish government employees in a declared emergency shall be considered essential personnel

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities, except that the incumbent may exercise indirect supervision of the work activities of clerical positions.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and Experience. Bachelor's degree from four-year college or university; or three (3) to five (5) years related experience and/or training; or equivalent combination of education and training in governmental accounting systems and procedures and the ability to exercise independent judgment within established systems and procedures. Basic knowledge of laws and regulations governing fiscal recordkeeping preferred.

Language Skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and/or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, employees, representatives of federal and state agencies, elected officials, and the general public.

Mathematical Skills. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume; and, ability to apply concepts of basic algebra and geometry.

Reasoning Ability. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

OTHER SKILLS AND ABILITIES

- Must possess general knowledge of the methods, practices, and procedures in governmental financial administration including budgeting, reporting, taxation and revenue; and, basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software, business English, spelling, punctuation, and methods and techniques in record keeping and filing systems. Must have to ability to learn and apply special governmental rules and regulations regarding accounting and auditing practices.
- Ability to be bonded.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear; The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.