

Class Code: 1311
Revised: 7/5/18
Reviewed: 3/7/22

ACCOUNTANT I

PURPOSE OF NATURE OF WORK

Positions in this class perform work requiring knowledge of the theory and practice of accounting, with emphasis on the recording, examining, and analyzing of fiscal transactions. Nature of work is quantitative, analytic, and advisory. Positions work under the direction of the Chief Accountant or Financial Operations Supervisor, and may act as lead worker, but are not supervisory positions.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Analyzes effects of transactions upon account relationships and evaluates alternative means of treating transactions. Participates in planning, development, and revision of accounting systems. Interprets meaning of accounting records, monitors fiscal transactions within LCG, LUS, the Communications District, and DDA, prepares accounting entries and reports, and advises operating officials on accounting matters. Recommends improvements, adaptations, or revisions to accounting systems and/or procedures.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of accounting theory and practices, including knowledge of governmental accounting principles and methods and their application to public utility accounting.

Considerable knowledge of the data available for developing reports and of the accounting and statistical methods required to summarize this data in a manner meaningful for making managerial decisions.

Knowledge of computer applications as required by area of assignment.

Ability to gather and analyze fiscal and other types of information and make recommendations for alternative lines of action.

Ability to prepare clear, complete, and concise oral and written reports.

Ability to meet deadlines in carrying out duties.

Ability to deal with people in a courteous, tactful, and effective manner.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a four-year college or university with major course work in accounting or related field; and experience in government or utility accounting work, including experience preparing accounting and statistical reports; or an equivalent combination of training and experience.