

JOB MATRIX - ACCOUNTANT SERIES

Title	Pay Grade	Summary	Duties	Scope	Education Experience	Knowledge, Skills, and Abilities
Accountant	C	<p>Perform accounting work of a moderately complex nature. Ensure compliance with accounting principles. Analyze, compare and interpret facts and figures and make sound judgments based upon this knowledge; provide general research and overview of various procedures and programs. Handle technical or complex questions regarding account status, service information and adjustments.</p>	<ul style="list-style-type: none"> ➤ Review reports to ensure entries have been properly recorded. ➤ Ensure transactions are recorded consistent with acceptable accounting standards. ➤ Research discrepancies, errors and reconcile. ➤ Interact with other departments to verify and gather data. ➤ Research and resolve related issues. Input data, record and verify details of financial transactions in journals, ledgers and automated systems. ➤ Review and process financial documents such as POs, invoices, vouchers, receipts, requisitions and timesheets. ➤ Ensure accuracy of math computations. 	<p>May provide guidance and direction to subordinate staff. Work is included in internal management reports.</p>	<p>Equivalent to a Bachelor's in Accounting or a related field plus 2 years of professional accounting experience.</p>	<p>Knowledge of: The use of specified computer applications involving word processing, data entry and/or standard report generation. Skill in: Ability to apply basic analytical skills; compile and review figures; interpret, apply, and explain laws, codes, and regulations; communicate effectively both orally and in writing; prepare and present working papers and supporting documentation; organize own work, set priorities, and meet critical deadlines; ability to interact with management in effective manner.</p>

JOB MATRIX - ACCOUNTANT SERIES

Title	Pay Grade	Summary	Duties	Scope	Education/ Experience	Knowledge, Skills, and Abilities
Sr. Accountant	C	<p>Perform accounting work of a complex nature. Ensure compliance with accounting principles. Analyze, compare and interpret facts and figures and make sound judgments based upon this knowledge; provide general research and overview of various procedures and programs. Handle technical or complex questions regarding account status, service info and adjustments.</p>	<ul style="list-style-type: none"> ➤ Review reports to ensure entries have been properly recorded. ➤ Ensure transactions are recorded consistent with acceptable accounting standards. ➤ Research discrepancies and errors and reconcile. ➤ Research and resolve related issues. ➤ Act as liaison with key external agencies, departments and other high level contacts. ➤ Participate in development of policies and procedures. 	<p>Supervisory skills with ability to oversee, motivate and lead subordinate staff. Work is included in internal and external management reports. Ability to carry out complex assignments for which no clear precedents exist.</p>	<p>Equivalent to a Bachelor's in Accounting or a related field plus 3 years of professional accounting experience.</p>	<p>Knowledge of: The use of specified computer applications involving word processing, data entry and/or standard report generation. Established principles, theories, techniques and methodologies related to accounting. Skill in: Ability to apply basic analytical skills; compile and review figures; interpret, apply, and explain laws, codes, and regulations; prepare and present working papers and supporting documentation; communicate effectively both orally and in writing; organize own work, set priorities, and meet critical deadlines; ability to interact with management in effective manner.</p>