

The Maryland-National Capital Park and Planning Commission

TITLE: Accountant III
SERIES: Accounting and Finance

GRADE: I CODE: 2172
DATE: 1/13/88

Class Definition

Under direction, performs difficult senior level Commission-wide accounting work involving considerable responsibility, complexity, and variety. Works in the Finance Department. Designs and maintains accounting systems for larger, more complex activities. Examines, analyzes and interprets accounting records and reports. Writes financial reports. Supervises and provides technical assistance to other accountants, technicians and clerical staff. Work is inspected by outside auditors. Performs other related duties as assigned.

Examples of Important Duties

1. Designs systems. Defines objectives. Designs policies, procedures, forms, ledgers, journals, and reports to establish routine accounting systems for larger, more complex activities (e.g., grants, contracts, payroll, projects, programs, work units). Establishes and maintains list of accounts and code numbers. Works with Data Processing Unit to develop software for system.
2. Maintains special records where there are anticipated changes. Maintains accounting records for complex activities. Identifies, categorizes, and records revenues, expenditures, and assets. Makes journal entries. Computes totals and balances. Makes projections of revenues and expenditures. Writes periodic and final reports.
3. Examines documents. Reviews contracts, grant applications, and other complex financial documents to ensure compliance with accounting policies and procedures. Examines special one-time documents to be sure they meet goals and agreed upon results. Drafts new wording and recommends other changes.
4. Examines records. Reviews a variety of accounting records. Checks accuracy and completeness. Checks proper identification and classification of revenues and expenditures. Investigates accounting errors. Makes adjusting entries to correct records. Writes reports.
5. Provides information. Meets with managers, auditors, contractors, and others to explain and interpret accounting procedures and reports. Answers questions and gives advice on accounting matters (e.g., availability of funds, improper charges, transfer of funds). Participates in revenue and expenditure projections for the Commission.

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Examples of Important Duties (Continued)

6. Gives assistance. Provides training and technical assistance to other accountants on difficult assignments to explain policies, procedures, and standards.
7. Provides special advice to the Accounting Division Chief. Looks into legislation and internal changes to design major work programs within the Accounting Division, such as Payroll, Disbursements and General Ledger/ Financial Reporting.

Important Worker Characteristics

- A. Considerable knowledge of (1) accounting; (2) algebra; (3) business administration; (4) Commission organization;* (5) Commission policies and procedures;* (6) federal grants.
- B. Skill in operation of (1) microcomputer; (2) user-friendly software (e.g., Lotus 1-2-3); (3) calculator.
- C. Ability to (1) solve complex problems involving many variables; (2) analyze and evaluate data; (3) read technical reports and correspondence; (4) write technical reports and correspondence; (5) use proper spelling, punctuation and grammar; (6) speak clearly; (7) organize work efficiently; (8) provide courteous service.

* Developed primarily after employment.

Minimum Qualifications

1. Bachelor's degree in Accounting or related field;
2. Four years of a wide variety of accounting experience.
3. An equivalent combination of education and experience which included eight college courses in accounting or related field.

Working Conditions

Works in office. Considerable pressure to meet deadlines.