The Maryland-National Capital Park and Planning Commission

TITLE: Accountant I **GRADE: G** **CODE: 2170**
SERIES: Accounting and Finance **DATE: 1/13/88**

Class Definition

Under general supervision, performs entry level, Commission-wide accounting work involving some responsibility, complexity, and variety. Works in the Finance Department. Maintains routine accounting systems for smaller, less complex activities. Examines, analyzes and interprets routine accounting records and reports. Writes routine financial reports. Work is reviewed or examined by supervisor or internal auditors. Discusses policies and new procedures with supervisor. Keeps supervisor informed of problems. Performs other related duties as assigned.

Examples of Important Duties

1. Implements policies, procedures, forms, ledgers, journals, and works with higher level accountants to establish routine accounting systems for smaller, less complex activities (e.g., grants, contracts, projects, programs, work units). Establishes and maintains list of accounts and code numbers. Provides Data Processing with information to upgrade specific software parts for the system.

2. Implements parts of systems. Maintains records. Maintains routine accounting records for smaller, less complex activities (e.g., grants, contracts, projects, programs, work units). Identifies, categorizes, and records revenues, expenditures, and assets. Makes journal entries. Develops special records for complex and special one-time projects. Computes totals and balances. Makes projections of revenues and expenditures. Writes periodic reports.

3. Examines documents. Reviews routine contracts, grant applications, and other financial documents to ensure compliance with accounting policies and procedures. Identifies problems and recommends appropriate changes to supervisor.

4. Examines records. Reviews routine 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. Explains and interprets accounting procedures and reports. Answers routine questions and gives advice on accounting matters (e.g., availability of funds,

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Examples of Important Duties (Cont'd)

improper charges, transfer of funds).

Important Worker Characteristics

A. Knowledge of (1) accounting; (2) algebra; (3) business administration; (4) Commission organization;* (5) Commission policies and procedures;* (6) federal grants.

B. Basic skills in operation of (1) microcomputer;* (2) user-friendly software (e.g., Lotus 1-2-3);* (3) calculator; (4) microfiche reader.

C. Ability to (1) apply principles to solve practical problems; (2) ability to work with details; (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; or four years accounting experience; or

2. An equivalent combination of education and experience which included eight college courses in accounting or related field.

Working Conditions

Works in office. Moderate pressure to meet deadlines.