

# NEW CASTLE COUNTY GOVERNMENT

Number 0256

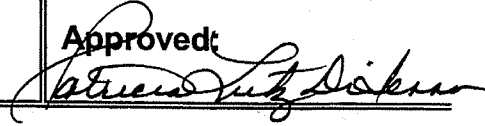
## CLASS SPECIFICATION

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Date 05/01/01

Title: ACCOUNTANT III

Approved:



**GENERAL STATEMENT OF DUTIES:** Performs advanced accounting and financial analytical work in the Finance Division; assists in the supervision of major accounting functions; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for highly complex financial work in the Finance Division relating to the preparation and administration of major accounting and budgetary functions. Responsibilities include performing detailed analytical work which impacts the County's operating and grants budgets, providing technical assistance to independent auditors during annual and special audits and coordinating the preparation of major financial reports. Supervision is exercised over professional and support staff. Work is performed with considerable independence under general supervision.

### EXAMPLES OF WORK: (Illustrative only)

- Coordinates the preparation of the County's Comprehensive Annual Financial Report (CAFR), Single Audit and other audited financial statements;
- Performs analytical reviews, prepares reporting schedules and makes recommendations for management use;
- Develops and maintains financial schedules for the annual operating budget, grants budget and the annual financial audit;
- Provides professional budgetary consultation and advice to senior budget staff and management;
- Supervises professional and support personnel;
- Assists with special accounting and finance projects;
- Assists in the review and implementation of promulgations of the Governmental Accounting Standards Board (GASB) and the Office of Management and Budget (OMB) as they relate to the County;
- Assists in the submission of the Comprehensive Annual Financial Report (CAFR) to the Government Finance Officers' Association (GFOA) for the Certificate of Achievement for Excellence in Financial Reporting program;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer and other related equipment in the course of the work.

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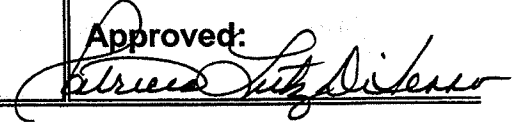
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Date 05/01/01

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**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of the principles, practices and methods of accounting with emphasis on governmental accounting; good knowledge of the principles involving the laws, ordinances and regulations governing the financial operations of the County; knowledgeable in automated financial systems applications and uses; demonstrated competence to develop, revise and apply modern accounting procedures; ability to analyze financial data and to make appropriate recommendations; ability to plan, coordinate and supervise the work of the staff; ability to establish and maintain effective working relationships with other employees, County administration and outside agencies; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

**ACCEPTABLE EXPERIENCE AND TRAINING:** At least five years progressively responsible experience as an accountant, preferably in a governmental agency, to include at least one year experience with a major automated accounting system and possession of a Bachelor's Degree from an accredited college or university with major course work in finance, accounting or related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### HISTORY OF REVISIONS:

Established:	07/14/75
Revised:	09/18/89
Revised:	02/14/95
Revised:	07/01/97
Revised:	11/01/97
Revised:	05/01/01