

TITLE: ACCOUNTANT

CODE: 12227

GENERAL DESCRIPTION:

This is very responsible professional accounting work involving the implementation of accounting programs, the analysis of accounting transactions and the preparation of financial reports.

Work involves responsibility for analysis of budget control and accounting transactions. Duties include maintaining accounting programs, preparing and analyzing accounting and auditing actions, and coordinating record management activities. This position also has the responsibility for making standard accounting technical decisions in accordance with established procedures. This work requires that the employee have good knowledge, skill and ability in accounting and auditing methods.

SUPERVISION RECEIVED:

Works under the general supervision of an Accounting Supervisor.

EXAMPLES OF DUTIES:

Implements District accounting programs through the use of a personal computer including fixed assets, capital improvement and Mid-Connecticut. Assists in inventory management. Prepares monthly statements and reports. Maintains records. Assures capital project completion.

Maintains the general ledger accounting system. Analyzes accounting transactions. Prepares budgetary and journal entries. Pre and post-audits transactions and prepares monthly trial balances. Investigates budgetary control and accounting problems and recommends solutions.

Prepares budget account and fund transfers. Assures capital project completion. Establishes fund and account structures.

Confers with departments on budget control, auditing and accounting questions. Maintains records and prepares reports. Coordinates financial management activities with departments and internally.

Performs related work as required.

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KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of governmental accounting and auditing principles and practices as applied to a regional utility.

Good knowledge of public administration principles and practices as applied to utility financial management.

Considerable ability in oral and written communications.

Good ability to analyze and maintain financial records manually and through the use of computers.

Good ability to implement accounting programs to prepare financial reports and to coordinate financial management activities.

Considerable ability to establish and maintain effective working relationships with coworkers, vendors, consultants, banks, other governmental agencies, and customers.

QUALIFICATIONS:

A bachelor's degree from a recognized college or university in accounting or finance plus two years of progressively responsible experience in governmental accounting.

SPECIAL REQUIREMENTS:

None.