

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; bookkeeping; inventory control; accounting; employee training and development; office management; agency policy and procedures; government structure and processes. Skill in word processing; equipment operations. Ability to understand system of mechanical or other procedures; deal with many variables and determine specific action; calculate fractions, decimals and percentages; use statistical analysis; maintain accurate records; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; develop complex reports; work alone on most tasks; cooperate with coworkers on group projects; handle sensitive inquiries from and contact with officials; resolve complaints from government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in accounting, finance, or related field with three (3) years of progressively responsible finance, accounting, or related experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

Ability to act as a first-line supervisor, including instructing, reviewing work, maintaining standards, and coordinating activities.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date