DEFINITION: Under general supervision, learns to perform professional accounting duties including the examination, analysis, maintenance, reconciliation and verification of financial records; and performs related work as required.

DISTINGUISHING CHARACTERISTICS: This is the entry level in the professional accounting series. Incumbents work under well-established guidelines to develop sufficient knowledge to independently perform and assume journey-level responsibilities under supervision of higher level accountants.

EXAMPLES OF DUTIES: Incumbents are expected to learn to assume the full scope of duties, which may include but is not limited to the following:

1. Participate in the preparation, evaluation, justification, and maintenance of budgets and budgetary controls; and assists in developing, preparing, and reviewing Federal and State grant budgets.
2. Prepares a variety of detailed accounting, statistical, and narrative financial statements or reports requiring analysis and interpretation; and works with the Auditor-Controller and with data processing personnel regarding work of fiscal and clerical personnel in making entries, reconciliation’s, and performing other fiscal record keeping work.
3. Reviews and analyzes grants, contracts, and proposals for financial soundness and adherence to generally accepted accounting principles and County policies.
4. Collects data on direct, indirect, and overhead costs of operations as they relate to the setting of rates and fees
5. Recommends and assists in the implementation of new or revised accounting systems, procedures, and records.

EMPLOYMENT STANDARDS:

1. Possession of a bachelor’s degree in accounting or business administration or related field; or,
2. an Associate of Arts degree in accounting or business administration, including six semester or equivalent quarter units in Intermediate Accounting, and two years of paraprofessional accounting experience performing duties equivalent to the class of Accounting Technician, Senior with Santa Barbara County; or,
3. a combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities.

Additional Qualifications: Possession of a valid California Class C Driver’s License may be required for some positions.

Knowledge of: accounting principles and practices; computer software applications of accounting procedures; and basic math.

Ability to: analyze fiscal data and draw logical conclusions; define accounting problems and recommend effective solutions; verbally communicate accounting procedures and policies clearly to others; use personal computer applications including spreadsheet software; write memos and reports clearly and concisely; organize work and set priorities to meet deadlines; read, understand and apply legal requirements and
administrative policies to departmental accounting functions; establish and maintain effective working relationships with others; and perform basic mathematical calculations.

**DESIRABLE QUALIFICATIONS:**

**Knowledge of:** principles and procedures of governmental accounting.

**Ability to:** interpret and analyze complex fiscal data and draw valid conclusions; detect possible weaknesses of internal control and standard accounting procedures and recommend revisions; plan, initiate and complete work assignments with a minimum of direction; use personal computer applications including word processing and database software.