



## DALLAS COUNTY JOB DESCRIPTION – GENERIC

<b>Job Title:</b> Accountant III	<b>Job Code:</b> 701020	<b>Job Grade:</b> F
<b>Reports To:</b> Supervisor	<b>Pos. No:</b> Various	<b>FLSA Code:</b> E
<b>Department:</b> Various	<b>Loc. Code:</b> Various	<b>SIC Code:</b> 9311 <b>WC Code:</b> 8810
<b>Division:</b> Various	<b>CS Code:*</b> A, B, C or D	<b>EEO Code:</b> B01

**Summary of Functions:** Performs complex accounting transactions to analyze, research, review, reconcile and maintain financial information. Assists in assessing, defining and implementing automated systems and prepares financial reports.

**Management Scope:** May train, supervisor or lead accountants and support staff.

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Processes updates and corrections to the general ledger and subsidiary ledgers; posts receipts, expenses, transfers and balances of accounts; and prepares necessary journal entries and related records.	30	E
2. Researches, analyzes and reconciles data, records and accounts; resolves issues; responds to inquiries; and develops correspondence regarding discrepancies or other financial related information.	25	E
3. Prepares weekly, monthly and annual financial reports, including work papers and exhibits for various accounts.	15	E
4. Assists in assessing, defining, implementing, and testing automated financial systems; maintains and researches data; and provides training and special assistance to supervisors, managers and other staff.	15	E
5. Conducts testing and pre-audit of programs/systems, reviews accounting data for accuracy and provides assistance to audit staff, other county departments, grant and other external entities.	10	E
6. Performs other duties as assigned.	05	N

\* *The Code depends on the Department where the position is located and/or funded in accordance with 86-1 of Dallas County Code.*

### **Minimum Qualifications:**

#### Education, Experience and Training:

Education and experience equivalent to a Bachelor's degree from an accredited college or university in Accounting, Finance, Business, or in a job related field of study. Two (2) years of work related experience.

Special Requirements/Knowledge, Skills & Abilities:

Must be familiar with bank deposits, general ledger reconciliation, transfers and accounts payable and receivable. Must possess excellent customer service, communication and analytical skills. Skilled in the use of standard software applications. Skilled in 10-key by touch.

Physical/Environmental Requirements:

Standard office environment. May require prolonged sitting at a computer.

Hay Points/Point Factor:

KH: EI2 200 pts, PS: D3 (33%) 66 pts, AC: C4R 66 pts, TTL: 332, Profile: L, KH/PS/AC: 60-20-20

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date 01/2004

Approved by Civil Service Commission on

Date 2/16/2004

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time devoted to each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.