



## DALLAS COUNTY JOB DESCRIPTION – GENERIC

<b>Job Title:</b>	Accountant I	<b>Job Code:</b>	701000	<b>Job Grade:</b>	12
<b>Reports To:</b>	Supervisor	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	N
<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 moderately complex accounting transactions to analyze, research and review financial information and prepares financial reports.

**Management Scope:** May supervise clerical staff.

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Reconciles accounts from various sub-ledgers, bank statements, and third party documents.	20	E
2. Analyzes, researches and processes billings, fees, refunds and payments.	20	E
3. Recommends or corrects posting and prepares supporting journal entries.	20	E
4. Develops correspondence regarding errors or other financial related information, answers inquiries, conducts research and resolves financial questions.	20	E
5. Reviews accounting data for accuracy, prepares reports regarding financial data, and assures maintenance to reports are timely.	10	E
6. May provide operational guidance to other accounting staff.	05	N
7. 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.

Special Requirements/Knowledge, Skills & Abilities:

Skilled in the use of standard software applications. Must be familiar with basic accounting functions. Skilled in 10-key by touch.

Physical/Environmental Requirements:

- Standard office environment. May require prolonged sitting at computer.
- **An employee may be transferred to another department, shift, location, or facility based on the needs of the Department.**
- **Working in a 24-hour facility may make the employee subject to working mandatory overtime or remaining on duty and working all, or a part of, an additional shift (“double shift”).**
- **The incumbent is / may be considered to be ‘essential personnel’ subject to being held over or called back to a work location or alternate site at all times. When required, you will be notified by your supervisor.**
- **Must be at least 21 years of age (for applicable positions) and must pass all portions (physical/written) of the Juvenile Academy to continue employment or all standards related to PREA and Ethics for specific positions.**

Hay Points/Point Factor:

KH: E11 – 175, PS: D3 (29%) – 50, AC: C4R – 57, Total: 282, Profile: +1, KH/PS/AC: 62-18-20

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

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date 01/2004; 04/2007;  
11/2007

Approved by Civil Service Commission on

Date 2/16/2004, 2/20/12,  
10/19/2016

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.