



St. Bernard Parish, Louisiana

Classification Specification

ACCOUNTANT I

Purpose of Classification:

The purpose of this classification is to control the budget, prepare financial statements, and keep record of the fixed assets of St. Bernard Parish.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Creates and maintains the budget to ensure the Parish budget is fiscally sound and prudent from year to year
- Summarize budgets and submit recommendations for the approval or disapproval of funds requests.
- Analyze monthly department budgeting and accounting reports to maintain expenditure controls.
- Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations.
- Direct the preparation of regular and special budget reports.
- Provide advice and technical assistance with cost analysis, fiscal allocation, and budget preparation.
- Assists with annual audit
- Assists with preparing annual audit workpapers
- Provides every department has sufficient funds to operate efficiently
- Establish tables of accounts and assign entries to proper accounts

- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting, or other tax requirements
- Perform monthly bank reconciliations
- Assists with Recreation's monthly entries

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Accounting or a related field required; supplemented by one year of experience in finance or accounting; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: None

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for

developing approaches and techniques to resolve problems

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria

ADA Compliance:

Physical Ability: Ability to operate a variety of office machines including computers and peripheral equipment.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

St. Bernard Parish is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Parish will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Consideration for employment is made without regards to Race, Color, Religion, Sex, National Origin, Age, or Disability.

