

NEW CASTLE COUNTY GOVERNMENT

Number 0256

CLASS SPECIFICATION

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Date 07/13/2021

Title: ACCOUNTANT III

Approved:



GENERAL STATEMENT OF DUTIES: Performs advanced accounting, financial and systems analytical work in the Finance Division; assists in the supervision of major accounting functions; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for highly complex financial work in the Finance Division relating to the preparation, operation and analysis of major accounting and billing functions using all available data technology systems. Responsibilities include performing detailed analytical work which impacts the County's operating and capital budgets, providing technical assistance to auditors and others coordinating the preparation of major electronic financial reports, account statements and bills. Supervision is exercised over professional and support staff. Work is performed with considerable independence under general supervision.

EXAMPLES OF WORK: (Illustrative only)

- Supports the preparation of the County's Comprehensive Annual Financial Report (CAFR), Single Audit and other audited financial statements and associated schedules;
- Performs analytical reviews, prepares reporting and billing schedules and makes recommendations for management use;
- Develops and maintains schedules for tax and sewer billing;
- Reconciles annual revenue budgets for tax and sewer to amounts billed, oversees technology systems to ensure accurate billing and data analysis and supports efficient operations;
- Provides professional budgetary consultation and advice to senior budget staff and management;
- Supervises professional and support personnel;
- Assists with special accounting and finance projects;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates personal computer and other related equipment in the course of the work.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles, practices and methods of accounting with emphasis on governmental accounting; good knowledge of the principles involving the laws, ordinances and regulations governing the financial operations of the County; advanced knowledge and demonstrated ability in Excel; knowledgeable in automated financial systems applications and uses including expertise in data analysis and advanced modeling; ability to analyze financial data and to make appropriate recommendations; ability to plan, coordinate and supervise the work of the staff; ability to establish and maintain effective working relationships with other employees, County administration and outside agencies; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least five years progressively responsible experience as an accountant, preferably in a governmental agency, to include at least one year experience with a major automated accounting system and possession of a Bachelor's Degree from an accredited college or university with major course work in finance, accounting, information technology or related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

HISTORY OF REVISIONS:

Established: 07/14/75
Revised: 09/18/89
Revised: 02/14/95
Revised: 07/01/97
Revised: 11/01/97
Revised: 05/01/01
Revised: 07/13/21