

## **Accountant III - Job Standards**

Job Standards include: (Note: this is a representative list only - complete list provided with purchase)

### KNOWLEDGE OF WORK:

- Understands the entire accounting system for the organization
- Understands the organization's computerized accounting system and how it operates
- Computer literate; uses spreadsheet program (i.e., Excel) effectively and efficiently
- Understands the history and philosophy of financial institutions
- Understands accounting practices, procedures, terminology, acquired through formal training
- Is able to perform senior accounting tasks (prepare financial statements, analyze financial records, and process more difficult accounting transactions) and provide direction to junior accountants

### QUALITY OF WORK:

- Accurately prepares the month end reports, on a timely basis, in accordance with generally accepted accounting procedures and financial institution regulation
- Analyses financial condition and prepares meaningful reports
- Continuously monitors accounting protocols, accuracy and usefulness of records and recommends alternatives to supervisor
- Operates the organization's in-house data processing system, ensuring all processing is correct and produced in a timely manner
- Verifies that all records and reconciliations have been correctly prepared and on time

### QUANTITY OF WORK:

- Maintains a list of tasks that need to be completed daily, weekly, monthly, and for other periods and ensures that all reports and accounting functions have been performed in accordance with task list
- Ensures staffing is adequate to maintain work volumes and schedules
- Monitors accounting function to ensure reports and records are pertinent, few in number, meaningful to management, and in conformance with regulation

### COOPERATION/RELATIONSHIPS:

- Builds a spirit of teamwork and cooperation within the department
- Understands that accounting is a support function; attempts to be helpful to other departments and functions that count on accounting for support and assistance
- Is tolerant; looks for ways to help and develop fellow employees

### PROBLEM ANALYSIS:

- Analyses balancing problems and works with front line to correct root causes
- Implements remedial processes to reduce problems, errors, or time delays
- Monitors re-occurring events and seeks new solutions to overcome such challenges
- Adapts to appropriate change in methods or procedures