



CLASSIFICATION SPECIFICATION ACCOUNTANT

JOB SUMMARY:

Under direct supervision of the Financial Services Manager, the Accountant performs a variety of highly responsible and complex professional accounting services in support of the City; records, reports, and audits financial transactions; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Accountant assists management with a variety of accounting, financial analysis, and related projects. This class differs from a Financial Services Manager due to the level of experience required, complexity of work performed, and lack of managerial responsibilities.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Compiles, reconciles, analyzes, and prepares a variety of financial reports, general and subsidiary ledgers, supporting schedules, and other financial and statistical reports; and prepares paperwork, financial reports, and various reports for federal and state agencies as well as for internal accounting.
- Verifies City bank account transactions, and prepares monthly, quarterly, and year-end journal entries, budget amendments, and daily cash deposits.
- Reviews monthly investment statements; maintains revenue and grant files; may calculate and allocate interest to various funds; and assists with annual budget preparation.
- Assists external auditors in the preparation of annual financial statements and in the performance of compliance and single audits; coordinates periodic and year-end audit activities; and works/interacts with other City departments on accounting and financial reporting matters.
- Serves as a back up for the Payroll Specialist and may review time sheets for accuracy; distribute payroll checks for routine and special pay periods; and prepare payroll reports and payroll deductions as necessary.
- May train and evaluate other employees in the areas of payroll, accounts payable, business licensing, and accounts receivable.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Office administrative practices and procedures; City department policies and procedures; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

- Principles and practices of accounting and auditing including pertinent federal, state, and local laws, terminology associated with general fund and governmental accounting, and the preparation of accounting statements; data processing applications related to accounting and budgeting procedures and practices; and records management principles and procedures including record keeping and filing principles and practices.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.

Skills/Abilities:

- Correctly interpret and apply general provisions of accounting and auditing in order to draw logical conclusions and make recommendations to management.
- Learn and excel in computer applications and software for payroll, billing, business license, and accounts payable/receivable such as Microsoft Office, Quadrant System's RASWIN cashiering system, HdL business license system, and Tyler Technology's EDEN financial software application.
- Communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff; understand and follow oral and written directions as provided; work with minimum supervision; prepare, maintain, and reconcile various financial, accounting, and statistical records; and organize and maintain office and specialized files.
- Establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in accounting, business administration, or a closely related field.
- Three years of experience in governmental accounting or a closely related field.

Licenses and Certifications:

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

PHYSICAL DEMANDS:

- Ability to lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.

WORK ENVIRONMENT:

- Employee generally works indoors. Environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to loud talking and interruptions from telephones and/or members of the public.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Established Date: May 22, 2017