

**City of San Rafael  
Job Class Specification**

## **Job Title: Accountant I/II**

### **SUMMARY**

Under general supervision, performs technical and professional accounting work in the preparation and maintenance of journal vouchers, accounting records, subsidiary and general ledger entries, fixed asset record documentation, payroll time-keeping, accounts and grants receivables, audit preparation; financial, budgeting and statistical reports and coordination of City-wide procurement policies and practices.

### **DISTINGUISHING CHARACTERISTICS:**

The Accountant II level position performs more complex accounting tasks with more independence and prepares financial and statistical reports with a minimum of supervision.

The Accountant Series includes Accountant I/II, Senior Accountant, and Principal Accountant. Depending upon assignments, some positions may be permanently allocated to this level and some positions may be designated as flexibly staffed at various levels in the series.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. This list is intended to be illustrative and does not represent an exhaustive list of duties and responsibilities. Incumbents may not perform all duties and responsibilities listed. Other duties may be assigned.

- Coordinates and participates in accounting tasks related to the maintenance of the City's financial record keeping, reporting and control system.
- Prepares for approval, standard and adjusting journal entries.
- Assists with month and year-end closing including account analysis and report distribution.
- Reconciles bank accounts including custodial and trust statements.
- Audits and review operation and project account expenditures for correctness and budgetary control.
- Maintains detailed fixed asset records, including categories, useful lives, costs and vehicle registration information where appropriate.
- Assists with payroll time-keeping entry.
- Maintains general ledger control account of accounts receivable system and prepares aging reports.
- Assists with the development of budget work papers and final document preparation.
- Assists other departments in coordination of City-wide purchasing opportunities and monitors adopted policies and practices related to authorized limits, approvals, processing and formal bidding.
- Performs related duties as required.

### **KNOWLEDGE OF:**

- Generally accepted accounting and auditing principles and their application to a variety of accounting transactions and problems
- Principles and methods of finance administration and supervision
- Principles and practices of budget preparation and administration
- Applicable Federal, State and local laws, codes and regulations
- Automated financial management system characteristics and applications
- Modern office equipment, practices and procedures

**ABILITY TO:**

- Communicate clearly and concisely, both orally and in writing.
- Communicate complex financial concepts to subordinates and non-accountants.
- Identify problems, analyze data, and recommend solutions.
- Prepare and monitor a budget;
- Use computer keyboards for extended periods of time;
- Establish and maintain effective working relationships
- Analyze and interpret financial and accounting records;
- Prepare clear and concise administrative and financial reports;
- Prepare complex financial statements, reports and analyses;
- Interpret and apply complex Federal, State and local policies, procedures, laws and regulations;
- Identify, recommend, and implement improvements to accounting methods and procedures;
- Operate a PC and related software programs.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

Any combination of education and experience that would provide the required knowledge, skill and ability outlined above is qualifying. A typical way to obtain such knowledge, skill and ability is:

A Bachelors Degree from an accredited college or university with major course work in accounting, finance or a related field, and Three (3) years of increasingly responsible accounting experience, preferably working in government or with government clients. A master's degree in finance, accounting, public or business administration or a CPA may be substituted for one year of experience.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as percentages, ratios and proportions to practical situations.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to video display and regularly works in inside environmental conditions. The noise level in the work environment is usually quiet.

FLSA Status: Non-exempt  
Prepared By: Nash & Company  
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