

ACCOUNTANT

DEFINITION

To perform professional accounting work in the development and maintenance of the financial systems and records of the City; to prepare and analyze financial statements; and to provide professional level support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level professional Accountant class. Incumbents initially perform the more routine duties assigned to positions in this series and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Finance Director.

May provide technical and functional supervision of technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Review and analyze financial records for completeness and accuracy.

Create new or review established financial systems, processes and procedures.

Provide direction and training to technical staff.

Maintain capital asset records.

Oversee general ledger activities; prepare journal entries, trial balances, fiscal and statistical reports.

Prepare monthly bank reconciliations.

Provide support to the accounts receivable and payroll functions, business license processing, and utility billing function.

Assist in the preparation of the City's annual budget, Comprehensive Annual Financial Report (CAFR), fee study updates, and long term forecasting models.

Analyze expenses and forecast expenditures; participate in the mid-year budget review.

Provide technical assistance to outside auditors in their annual review of accounting records.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of general and municipal accounting.

Principles and practices of cost accounting, budget accounting and auditing.

Financial control systems and methodology.

Pertinent local, state, and federal laws, ordinances, rules and regulations.

Automated financial information systems including spreadsheet applications.

Ability to:

Perform professional level accounting functions in support of the City's financial systems.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Prepare clear and accurate financial statements and reports.

Develop and implement financial systems, processes and procedures.

Understand and use an automated accounting system.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible accounting, finance, or budget administration experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in accounting, finance, public administration or a related field.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license as required by the position.