



Accountant

Purpose of the role:

Under general supervision, performs professional accounting duties in the preparation and maintenance of the City's payroll and financial accounting records; conducts financial research and provides accurate and timely information in various financial reports; performs a variety of technical tasks relative to assigned areas of responsibility; and performs related duties as assigned.

Distinguishing Characteristics:

The Accountant class performs general, professional level duties requiring sound knowledge of accounting principles and procedures. Duties are varied in nature and are performed in support of higher level accounting staff. This level is distinguished from the Accounting Specialist class by the application of well-developed accounting knowledge and greater independence in exercising judgment and initiative. It is further distinguished from the Senior Accountant class in that the Accountant performs work in support of a Senior Accountant and the Senior Accountant level requires greater breadth and depth of accounting knowledge and may supervise professional and paraprofessional accounting staff.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Performs complex and technical accounting work supporting cash control, accounts payable and receivable, payroll, asset replacement reporting and the development of new automated systems, and general accounting processes; provides recommendations to the resolution of problems related to accounting and payroll processing.
- Creates customized accounting and payroll reports by joining software files and calculating fields as requested by higher level management staff.
- Updates, closes and makes year end changes to payroll and accounting applications; maintains and reviews payroll and GMBA codes to ensure accuracy of payroll and accounting procedures; creates budget reports and provides assistance with payroll budgeting amounts and the distribution of salaries.
- Maintains and updates asset replacement records; analyzes the City's financial records; prepares adjusting journal entries to properly reflect the City's financial condition; prepares periodic reports.
- Reviews and evaluates system control flags to ensure that technical operations of the computer system run smoothly and efficiently;

inform appropriate staff of software and system control changes that effect their duties.

- Maintains and processes all deferred compensation and defined benefit records; interprets IRS rules and regulations for employees and accurate payroll processing.
- Coordinates negotiated changes in employee benefits, deductions and new salaries to provide accurate employee payrolls and accounting records.
- Assists in the preparation of financial statements, notes and statistics for all City funds.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a municipal accounting program.
- Methods and techniques of cost accounting.
- Principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting.
- Basic principles and practices of internal control and auditing.
- Basic principles and practices of municipal budget preparation and administration.
- Principles and practices of business data processing particularly related to the processing of accounting and financial information.
- Large enterprise systems.
- Mathematical principles.
- Pertinent federal, state, and local codes, laws, and regulations.

***Desired
Minimum
Qualifications:***

Ability to:

- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Provide recommendations to the resolution of problems related to accounting and payroll processing.
- Make calculations and tabulations and review fiscal and related reports accurately and rapidly.
- Perform complicated mathematical calculations and analyses.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Prepare clear, concise and comprehensive financial statements, reports and written materials.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Effective Communicator
- Strategic Thinker
- Results Oriented
- Customer Focused
- Problem Solver and Decision Maker
- Planner and Organizer
- Technically Knowledgeable

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

Education and Experience Guidelines:

Education:

A Bachelor's degree from an accredited college or university with major course work in accounting finance, business administration or a closely related field. Considerable governmental accounting experience may substitute for education.

Experience:

Two years of progressively responsible professional accounting experience, preferably in a governmental agency.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license is required.

Physical and Environmental Conditions:

Physical: Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operate office equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting; regular interaction with City staff; may work under intensive deadlines and with frequent interruptions.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03

Date Revised: