

ACCOUNTANT

DEFINITION

Under direction, in a centralized accounting setting, provides professional-level accounting, financial, budgetary, payroll and statistical support to various City departments; and performs related work as assigned.

CLASS CHARACTERISTICS

This class, reporting directly to the Finance/Human Resources Director, performs a variety of analysis, reconciliation, posting and report preparation activities required to maintain and account for City income, expenses and financial transactions. Responsibilities include maintenance of the general ledger, cash management and analysis, budget management and the preparation of a variety of periodic and special reports in support of City activities. The position also supports the payroll function in an auditing capacity and in the preparation of quarterly and annual reports required by various agencies. Successful performance of the work requires skill in database management and the production of spreadsheets and reports using standard database management and word processing software.

EXAMPLES OF DUTIES (Illustrative Only)

- Reviews accounting and financial documents to ensure accuracy of information and calculations and makes correcting entries; examines supporting documentation to establish proper authorization and conformance with contracts and other agreements, policies, regulations and standard accounting practice.
- Maintains the City's general ledger by preparing and posting journal entries, recommending new accounts and funds as required and analyzing and reconciling accounts; prepares and reconciles trial balances.
- Maintains accounting records for specific accounts, such as enterprise and capital improvement funds, pension funds, grant-funded programs and bond accounts.
- Maintains expenditure and budgetary control accounts; compiles departmental operational and/or capital improvement figures; prepares and produces periodic financial and budgetary reports; distributes such reports to operating departments and answers questions as required.
- Reviews and reconciles bank records from multiple accounts; prepares appropriate journal and general ledger entries.
- Assists with the City budget process, including the development of annual operating and capital improvement budgets; monitors and reports expenditures.
- Oversees and personally performs responsible work related to day-to-day functions such as accounts receivable, accounts payable, financial reporting, payroll, taxation, fee collection and reconciliation and related financial functions;
- Provides technical assistance, training in work procedures and day-to-day direction and review to a small paraprofessional staff.
- Acts as the primary operator of the automated financial and personnel management system; provides instruction to City staff in the use of the hardware and software; troubleshoots and resolves problems.

- Prepares audit schedules, gathers information and assists the external auditors with the annual City audit.
- Maintains records and prepares a variety of reports to track grant funds and to ensure reimbursement to the City of funds due from other governmental agencies, private organizations and the public.
- Conducts and assists in the conduct of various studies; prepares reports of findings, alternatives and recommendations.
- Reviews quarterly and annual payroll tax returns; prepares reports as required.
- Uses standard office equipment, including computer hardware and software, in the course of the work.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public agency finance, including investment, treasury, general and governmental accounting, auditing and reporting functions.
- Principles and practices of public budget development, administration and accountability.
- Information technology hardware and software, particularly as related to financial and administrative functions.
- Principles and practices of auditing and financial control.
- Applicable laws, codes and regulations.
- Standard office practices and procedures, including the operation of standard office equipment.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.
- Basic supervisory principles and practices.

Skill in:

- Maintaining accurate financial records and preparing clear and accurate reports for informational, auditing and operational use.
- Assisting in developing and implementing systems, procedures, work standards and internal controls.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Compiling and monitoring budget figures.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Maintaining accurate records and files.
- Making accurate financial and statistical calculations.
- Using tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Organizing own work, setting priorities and meeting critical deadlines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to graduation from a four-year college or university with major course work in accounting, economics, business or public administration or a field related to the work and two years of experience in maintaining financial records and preparing statements, preferably in a public agency setting. Additional experience may be substituted for the education outlined above on a year-for year basis to a maximum of two years, provided that at least 30 core semester units (or equivalent quarter units) in accounting have been obtained.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.