



**SEPTEMBER 2014  
FLSA: NON-EXEMPT**

## **ACCOUNTANT**

### **DEFINITION**

Under general direction, performs professional accounting work, including auditing, analyzing, and verifying fiscal records and reports, preparing financial and statistical reports, providing information to City staff regarding accounting practices and procedures, and reconciling general ledger accounts; assists in preparing the City's annual budgets; prepares year-end audit reports and schedules; payroll and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Finance and Human Resources Director. Exercises no supervision of staff. May exercise technical and functional direction over and provide training to lower-level staff.

### **CLASS CHARACTERISTICS**

This is a single position classification. Incumbents perform the full range of routine and complex departmental accounting and record-keeping programs under only minimal supervision. Responsibilities require the use of tact, discretion, and independent judgment. Successful performance of the work requires thorough knowledge of governmental accounting practices and procedures, fund accounting, and fiscal management. This class is distinguished from the Finance and Human Resources Director in that the latter has overall responsibility for all functions of the department and for developing, implementing, and interpreting public policy.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provides complex professional and technical assistance in the administration and implementation of the City's financial, revenue, budget, auditing, and accounting programs, including financial report development, budget monitoring, forecasting, financial analysis, reimbursement billings, and grants accounting.
- Oversees the day-to-day operations; coordinates and administers a wide variety of financial and accounting activities, including accounts receivable, accounts payable, payroll, taxation, fee collection, reconciliation and related financial functions; ensures compliance with applicable federal, state, and local laws, rules, and regulations.
- Coordinates monthly and year-end general ledger closing; prepares journal entries with proper documentation; posts and balances general ledger accounts; ensures compliance and accuracy in accordance with generally accepted accounting procedures and principles.

- Analyzes and reconciles expenditure and revenue accounts, verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems; prepares monthly and year-end journal vouchers for a wide variety of financial programs.
- Participates in the compilation and preparation of annual budgets, including assisting other departments with budget preparation, providing revenue and expense projections, monitoring expenditures, and preparing and updating cash flow and projections.
- Oversees and maintains the integrity of the City's financial and personnel management information system; provides training to staff in use of system; troubleshoots issues and problems for all City staff.
- Participates in the preparation of audit schedules and reports for external auditors and assists the Finance and Human Resources Director during the annual auditing process.
- Oversees and maintains grant accounting activities; reviews and processes grants invoices; monitors compliance with contracts and budgets; develops and produces customized reports; verifies accuracy of information; ensures proper reimbursement of grant funds from other agencies.
- Processes and reconciles revenues, expenditures, and technical transactions in compliance with all applicable federal, state, and City laws, rules, regulations, and ordinances.
- Prepares comprehensive financial and accounting activity studies, statistics, statements, and reports.
- Coordinates technical and financial information and communications between the division, other departments, and external agencies regarding allocations and accounting issues.
- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of municipal government; provides professional and technical guidance and training to other staff in accounting processes and procedures.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in accounting.
- Assists the Finance and Human Resource Director with special projects as required.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern principles, practices, and methods of public and governmental accounting and financing, including program budgeting and auditing and their application to municipal operations.
- General principles and practices of data processing and its applicability to accounting and municipal operations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to municipal financial operations.
- Principles and practices of business organization and public administration.
- Research and reporting methods, techniques, and procedures.
- Technical report writing and preparation of correspondence.
- Principles and procedures of record keeping.
- Modern office practices, methods, and computer equipment and applications related to work, including word processing and spreadsheet software.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

**Ability to:**

- Analyze financial data and draw sound conclusions.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Follow department policies and procedures related to assigned duties.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE:**

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

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business administration, or a closely related field and three (3) years of accounting experience preferably in government accounting, preparing budgets and financial statements. Additional experience may be substituted for the education requirement 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.

**Licenses and Certifications:**

- None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

**WORKING CONDITIONS**

Must pass a comprehensive background check.