



Position Description

ACCOUNTANT

GENERAL PURPOSE

Performs technical and administrative accounting work, applies accounting principles and methods in maintaining the fiscal records and systems of the City. Duties include internal audit and control, financial analysis, budget preparation, purchasing, fixed assets, reconciliation of accounting records, special projects and related accounting work.

SUPERVISION RECEIVED

Works under general supervision of the Finance Director and/or Assistant Finance Director.

SUPERVISION EXERCISED

Provides training and supervises paraprofessional accounting staff, support staff, part-time or temporary staff as assigned. Performs internal audit functions and reports on compliance aspects of work performed by other department personnel. This position is designated as Fair Labor Standards Act (FSLA) Exempt.

ESSENTIAL DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)

Performs monthly internal audit of Payroll, Accounts Payable, Utility Billing and Cash Receipts and reconciles these sub-ledgers to the general ledger and the City Treasurer's banking and investment accounts.

Posts sub-ledgers to the general ledger and post reconciling journal entries to balance and close the general ledger each month.

Assists in performing annual close; preparation of year-end financial reports; prepare schedules and assists with annual independent audit.

Prepares monthly and periodic reports from the central financial computer and by personal computer.

Prepares various financial reports and spread sheets for restricted revenue accounts, enterprise and internal service fund operations.

Provide and maintain excellent customer service relating to departmental responsibilities assisting city officials, staff, vendors and the general public.

Assists in operation and maintenance of financial computer and software.

Performs special financial studies and analysis.

Provides assistance to City's independent auditor and auditors from other agencies.

Performs and/or monitors special accounts receivable and purchasing of office supplies and equipment.

Maintains subsidiary fixed asset and equipment reserve ledgers.

PERIPHERAL DUTIES

Serve as a member of various employee committees. Provide back-up to Assistant Finance Director, accounts payable, payroll and other related positions.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from an accredited four year college or university with a degree in accounting, finance, business or public administration, or a closely related field. CPA (Certified Public Accountant) desirable.
- (B) Three (3) years of professional accounting or municipal finance experience.

Necessary Knowledge, Skills and Abilities:

- (A) Thorough knowledge of modern governmental accounting theory, principals and practices; internal control procedures; management information systems; office automation and computerized financial applications; payroll and accounts payable functions; budgetary accounting and reporting systems, Governmental Accounting, Auditing and Financial Reporting (GAAFR), Generally Accepted Accounting Procedures (GAAP), and Governmental Accounting Standards Board (GASB) statements.
- (B) Ability to: analyze and prepare complex financial reports; to maintain efficient and effective financial systems and procedures; to accurately account for city funds; to communicate effectively orally and in writing; to establish and maintain effective working relationships with employees, city officials, vendors and the public.
- (C) Skill in operating listed tools and equipment.
- (D) Ability to obtain and maintain a valid California drivers license.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; mainframe computer system, including accounting and financial software; calculator, phone, copy machine, fax machine and vehicle.

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 the 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 frequently required to sit and talk or hear, use hands and fingers, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the 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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office environment. Employee may be required to visit other departments, vendors, and customers. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The noise level in the office work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

Duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: July 41, 1997
Resolution Number: 1997-32

Revision History: