

ACCOUNTANT

DEFINITION

Under general supervision, performs professional accounting work; processes payroll and participates in the administration of various programs assigned to the Finance Department; may exercise functional supervision over technical staff; performs related duties as required.

CLASS CHARACTERISTICS

The incumbent of this class performs professional accounting work at a level of difficulty that is slightly below that of a fully qualified professional accountant. Successful performance of the work requires a working knowledge of public agency accounting procedures and the ability to exercise sound independent judgment within established guidelines. Depending on needs of the City and incumbent expertise, a Junior Accountant position may evolve into a position requiring reallocation to an Accountant class.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Processes payroll utilizing computerized payroll system; verifies accuracy and enters data from time sheets; determines and inputs amounts to be withheld from wages; prints and distributes checks; maintains payroll files including changes in wages and deductions; ensures that reports and deductions made from wages are submitted to appropriate agencies in accordance with established schedules.

Prepares a variety of detailed accounting, statistical, and/or narrative financial statements or reports requiring analysis and interpretation of source data; makes journal entries and reconciles general ledger accounts.

May participate in the conduct of internal/external audits of financial records; examines, analyzes, and verifies documents to ensure adherence to established internal controls and accepted professional standards.

May perform bank account reconciliations, verifying accuracy of recorded transactions; preparing related work sheets, cash balances, proofs, and other schedules.

Recommends and assists in the implementation of new or revised accounting systems, procedures, and records; may participate in the development of computerized programs for various accounting analysis.

May supervise and review the work of fiscal and clerical personnel in making entries, reconciliations, and performing other fiscal record keeping work.

Makes complex or difficult adjusting entries affecting several subsystems of an accounting system; closes the city's financial records at the end of the accounting period with the assistance of accounting staff; prepares a variety of related reports.

Performs accounts receivable functions such as preparation of monthly invoices and statements, aging reports and initiation of collection process.

Acts as a liaison to other City personnel, auditors, other agencies, and the public regarding accounting activity.

QUALIFICATIONS GUIDELINESEducation and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include a bachelor's degree in business administration, accounting, economics, finance or a closely related field, and one year of responsible accounting experience.

Knowledge, Skills, and Abilities

Working knowledge of the principles and practices of accounting and auditing, including governmental accounting and budgeting; data processing applications related to accounting and budgeting procedures and practices; payroll processing procedures; word processing and spreadsheet software; general office procedures. Ability to operate a computer and use a variety of software; communicate clearly and concisely, both orally and in writing; establish and maintain cooperative working relationships; and work safely and efficiently;; prepare clear, concise financial statements and reports; understand, interpret, and apply laws, rules and regulations related to accounting operations; assist other City departments and officials in a variety of accounting and budgetary matters; review and verify accuracy of financial data; perform accurate mathematical and statistical calculations; exercise sound independent judgment within established procedural guidelines; organize, prioritize and coordinate work activities; organize, research and maintain files and records; operate standard office equipment including a 10-key adding machine and personal computer; understand and carry out verbal and written instructions; analyze, post, balance and reconcile financial ledgers reports and accounts; ensure proper authorization and documentation for disbursements and other financial transactions; process requisitions and other financial forms.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record may be required for some assignments.

PHYSICAL PROFILE: I, 4, 7, 12

ACCOUNTANT.SPC