

ACCOUNTANT

\$36.4714 - \$46.5477 Hourly
\$72,067.49 - \$91, 978.16 Annually

Class specifications are intended to present a descriptive list of the range of duties performed by Employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general direction, participates in performing professional accounting duties in the analysis, preparation, and maintenance of financial records and reports; provides lead support for payroll, accounts payable, business licenses, cash deposits, revenue accounting, and receivables; participates in accounting for special funds; maintains fixed asset records; performs difficult and detailed accounting analyses; and performs related duties as assigned. Contributes to the development of and monitors performance against the annual citywide budget; participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Finance Director. Provides training and is a back-up to technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

- Participates in maintaining the City's General Ledger and special funds, including setting up accounts and preparing and processing standard monthly and special journal entries; reviews entries for accuracy of account numbers and answering staff and department question about appropriate accounts for charges of expenses; analyzes, verifies and reconciles accounts and records and processes adjusting entries; performs the reconciliation of City bank accounts and the resolution of discrepancies.
- Provides backup for payroll, accounts payable, business licenses, cash deposits, revenue accounting and receivables; reviews and approves all source documents to insure accuracy of account numbers, authorizations, and adequate account balances; when necessary, participates in the resolution of any accounting and operational problems.
- Participates in the annual close of the City's financial records; reviews and analyzes relevant spreadsheets and the accuracy and appropriateness of adjusting and closing entries; provides assistance during the annual audit by the City's outside auditors.
- Assists in the preparation of all City required financial reports; prepares statements and schedules; participates in preparation of the State Controller's Reports.
- Assists in the development and preparation of all Citywide budgets, providing information, projecting budget expenditures, and performing financial analyses. Publishes

the approved budget and distributes to City Council, City Manager, Departments, and the general public.

- Participates in accounting for the City's special assessment bonds, including the preparation of all appropriate tax roll billings, monitoring of receipts and delinquencies, calculation of amortization, accruals for payment of principal, interest and supporting fees and the reconciliation of accounts.
- Provide support in maintaining and insuring Citywide adherence to internal control procedures and accounting standards.
- Processes and maintains Citywide Developer deposits on a regular and timely basis. Identifies and reports any negative balance conditions to the appropriate department for resolution. Follows up and reports on status of resolution efforts.
- Performs and maintains the accounting and financial reporting for the Citywide lighting and landscape, and all special districts.
- Performs and maintains the inventory on all City fixed assets and the systems and reports connected with fixed assets.
- Provides information and assistance to departments on accounting and financial reporting issues.
- Assists in the resolution of computer and systems related problems.
- Prepares a variety of special financial reports as needed and performs research studies, account analysis and special projects as assigned my management.

QUALIFICATIONS

Knowledge of:

- Principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting.
- Principles and practices of cost accounting; internal control and audit principles and practices.
- Laws and regulations relating to the financial administration of public agencies.
- City functions, including assessment and maintenance districts, grants-supported programs and capital improvement projects, and associated financial management and reporting issues.
- Principals and practices of information technology particularly related to the processing of accounting and financial information; the operations, requirements and codes of the City's general ledger system.
- City personnel rules, policies and labor contract provisions; principles and practices of effective supervision.

Ability to:

- Act as lead to direct and coordinate the work of lower level staff.

- Operate a computer and spreadsheet software.
- Analyze and make-sound recommendations on complex financial data and operations.
- Understand, interpret, explain and apply City, State, and Federal laws regulating City financial accounting, reporting and recordkeeping
- Understand and accurately use the City's Chart of Accounts, system of accounting for special districts and funds, and oversee the maintenance and reconciliation of all general ledger account.
- Develop and implement financial procedures and controls.
- Perform complicated mathematical calculations and analyses.
- Prepare clear, concise and comprehensive financial statements, reports and written materials.
- Exercise sound independent judgment within general policy guidelines.
- Communicate clearly and concisely both orally and writing.
- Establish and maintain effective working relationships with all levels of City management and staff.
- Function appropriately in stressful times.
- Complete assignments in an accurate manner on a timely basis.
- Plan and evaluate financial procedures and systems and make sound recommendations for improvement.

EXPERIENCE AND TRAINING GUIDELINES

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

Experience

Four years of increasingly responsible governmental accounting experience including two years of administrative and lead responsibility.

Education

Equivalent to Bachelors degree from an accredited 4 year college or university with major course work in accounting, finance, business administration or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; performing data entry functions.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employees Signature

Date

Supervisor's signature

Date

Revised: October 2014
Unit: Confidential/Unrepresented
FLSA: Non-Exempt