



JOB DESCRIPTION

Accountant

Date Prepared: April 2014

SUMMARY: Under limited supervision, performs professional accounting work in reviewing and maintaining City fiscal records; examines, analyzes, and verifies financial data and records; and performs related work, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Prepare journal entries and maintain the general ledger/subsidiary ledgers of various funds.
- Research and compile accounting data by reviewing account information and related source documents; prepare summaries of account transactions, balances, and supporting documentation; utilize computer software programs including MUNIS and other computer based finance systems.
- Maintain and reconcile revenue and expenditure accounts, as well as data processing reports; verify accuracy of expenditures corrections and transfers.
- Prepare financial statements including schedules of balance sheets, cash balances, fund balances, and periodic or special reports required by other governmental agencies.
- Monitor grants and specially funded projects.
- Assist in the performance of the year-end review of accounts, preparation of adjusting and closing entries, and preparation of year-end financial statements.
- Assist outside auditors by compiling records and explaining City policies and procedures; may maintain assessment district records; and may be responsible for fixed assets.
- Assist department personnel with budget inquiries, proper expenditure coding, document preparation and other accounting related activities, as required.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's degree in Accounting or Finance from an accredited college or university AND a minimum of two years of governmental or related professional accounting experience is required.

Knowledge of:

- Accounting principles, practices, procedures, and techniques.
- Governmental accounting, municipal program development, and administration.
- Operational characteristics, services, and activities of a municipal accounting program.
- Federal, state, and local laws, codes and regulations.

Skill in:

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Operating a computer; effectively operating computer software programs; analyzing accounting and financial data generated by a computer-based finance system.
- Effectively applying accounting techniques in various situations; making accurate arithmetic calculations and operating an electronic calculator by touch; preparing and maintaining accurate accounting and financial records and reports.
- Applying accounting principles; learning and effectively applying City policies, procedures, and practices.
- Continual development of knowledge and the ability to progress in the accounting field.
- Using patience, tact, and courtesy in dealing with the public.
- Exercising good judgment, working harmoniously with departmental personnel; and maintaining a positive attitude.
- Following verbal and written instruction with minimum supervision.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; and applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

Possession of a valid, California Class "C" driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing, and walking. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. There may be some light to moderate physical work in the handling of supplies, files, computer equipment, etc. Must be able to lift up to 50 pounds. Incumbent must have the stamina to work long hours and overtime, and if assigned, must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.