



JOB DESCRIPTION

Accountant

Date Prepared: March 2021

SUMMARY: Under limited supervision, performs professional accounting work including auditing, analyzing and verifying fiscal records and reports, preparing financial and statistical reports, and reconciling general ledger and subledger accounts; assists in preparing the City's annual and mid-year budgets; prepares year-end audit reports and schedules; 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:*

- Examine and correct accounting transactions to ensure accuracy.
- Prepare journal entries and reconcile general ledger and subsidiary accounts.
- Verify accuracy of expenditures, corrections, and transfers.
- Demonstrate a full understanding of applicable policies, procedures, and work methods associated with assigned duties.
- Maintain the general ledger for the City and its related agencies.
- Input general ledger data, record revenue deposits, maintain current budget files, reconcile operating bank accounts to general ledger, and reconcile daily bank balance reports.
- Utilize computer software programs including MUNIS and other computer-based finance and office systems.
- Maintain and reconcile balance sheet, revenue, and expenditure accounts, as well as data processing reports.
- Analyze and reconcile expenditure and revenue accounts, including verifying availability of funds for transfers and classification of expenditures.
- Research and analyze transactions to resolve discrepancies.
- Prepare financial statements including schedules of balance sheets, cash balances, fund balances, and periodic or special reports required by management or other governmental agencies.
- Monitor grants and specially funded projects, as well as maintenance of capital assets.
- 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 management and external auditors during the year end process, as requested.
- Prepare and submit information for annual reports including, but not limited to, State Controllers Report, Annual Street Report, SBCTA Audit, Comprehensive Audited Financial Statements, and Single Audit on Federal Expenditures.
- Review internal control procedures and make recommendations for improvements.
- Document and update procedures, as needed.

- 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.

LICENSE AND CERTIFICATION REQUIREMENTS:

Must possess a minimum of a valid California Class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.

Knowledge of:

- Accounting principles, practices, procedures, and techniques.
- Governmental accounting, municipal program development, and administration.
- Governmental Comprehensive Annual Financial Reports (CAFR) and year-end closing procedures.
- Operational characteristics, services, and activities of a municipal accounting program.
- Federal, state, and local laws, codes, and regulations.
- Modern office practices, procedures and equipment, including computer software applications such as Microsoft Office.

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, and 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.
- 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.
- Applying safe work practices.

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.

Department Head Approval

Date

Personnel Officer Approval

Date