



Position Description

ACCOUNTANT

DEFINITION

Under the general supervision of the Accounting Manager or designee, this position 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. This position is designated as a Fair Labor Standards Act (FLSA) exempt position.

SUPERVISION RECEIVED

Works under general supervision of the Accounting Manager or designee.

SUPERVISION EXERCISED

May provide training and direction to accounting staff, support staff, part-time or temporary staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Coordinates and participates in accounting tasks related to the maintenance of the City's financial record keeping, reporting, and control system.

Prepares standard, budget, and adjusting journal entries.

Assists with monthly and year-end closing including account analysis and report distribution.

Reconciles cash and other asset and liability accounts.

Performs and/or monitors accounts receivable and purchasing functions

Performs monthly internal audit and reconciliation of Payroll, Accounts Payable, Utility Billing, and Cash Receipts.

Assists with preparation of financial statements and other external financial reports.

Monitors transactions and account balances for completeness, accuracy and compliance with federal, state, and local laws and regulations.

Assists with the development of budget work papers and final document preparation.

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

Performs special financial studies and analysis.

Assists with updating the website and/or social media.

Performs other duties as assigned.

PERIPHERAL DUTIES

May serve as a member of various employee committees. Provide back-up to accounts payable, payroll and other related positions.

MINIMUM QUALIFICATIONS

Knowledge of:

Thorough knowledge of modern governmental accounting theory, principles 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.

Ability to:

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; work in a team environment and assist in achieving common goals.

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.
(C) Maintain at least 24 continuing professional education (CPE) hours per year, in accordance with California Society of Certified Public Accountants (CalCPA) requirements.

SPECIAL REQUIREMENTS

Possession of and ability to maintain a valid California driver's license.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; 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 and 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. Employee must maintain physical condition appropriate to performance of job duties, which may include sitting for long periods of time and operating assigned office equipment, and maintain stamina to attend and participate in evening meetings as assigned.

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 26, 2016

Resolution Number: 2016-69

Revision History: