

ACCOUNTANT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION

Under general direction of the Administrative Services Director (ASD), this position performs a variety of complex professional financial and accounting duties, including preparing monthly financial statements, performing financial analysis, payroll, bank reconciliation, account and fund reconciliation, journal entries, cash receipts, utility billing, business license, grant administration, and other related finance and administrative duties as assigned; may be asked to oversee or administer finance programs and services.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey level professional classification, in which incumbents are expected to perform the full scope of professional accounting duties with minimal supervision and possess a thorough knowledge of governmental accounting procedures and the ability to exercise sound independent judgement. This class is distinguished from lower level Accounting Technician position by its responsibility to provide complex high-level analysis and prepare recommendations and reports based on that analysis for use in management decisions and program administration.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Can perform all of the duties of the Account Clerk or Accounting Technician job classifications, as needed.
- Can provide public counter information and respond to or, as necessary, direct public inquires to the appropriate department/person.
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- Perform professional level financial accounting duties, including general accounting, cashiering, accounts payable, accounts receivable functions and administration and implementation of the City's financial, auditing, and accounting programs.
- Prepares a wide variety of financial and statistical reports, including year - end reporting, budgetary reports, assisting in the preparation of the Comprehensive Annual Finance Report (CAFR), and preparing other legal documents and management analyses.
- Monitors expenditures, revenues, and budget allocations to determine the City's financial status and prepares custom reports, graphs, and schedules as needed.

- Prepares journal entries and reconciles general ledger and subsidiary accounts related to postings from payroll, accounts payable, cash receipts, and accounts receivable; prepares monthly financial statements, including distributing monthly revenue and expenditure reports to departments; prepares numerous monthly financial reports.
- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of municipal government
- Assists with public information, including press releases, website content, public access television content and social media or flyer content.
- Assist in the resolution of utility billing discrepancies, clarification of fee structures, or other customer service issues.
- Support comprehensive studies for the City's utilities and other rate and fee structures.
- Review a variety of accounting and financial documents to ensure accuracy of information and calculations and makes correcting entries.
- Perform the City's cash management and reconcile bank transactions and investments.
- Oversee, direct, and participate in grant administration, compliance, reporting, and reimbursement.
- Respond to special requests for financial data and analysis, provide information to other local, state, and federal agencies as requested.
- Prepare financial analyses, cost studies, and monthly, quarterly, and annual financial reports, and other special financial projects related to City funds or in support of City departments.
- Develop and recommend policy, procedures, and internal controls for customer service related to utility accounts and collection.
- Support services for the City's Information Technology (IT) infrastructure and assist consultant with troubleshooting.
- Oversee the payroll and employee benefit payment activities, including paying benefit premiums and maintaining associated wage, salary, payroll tax, pension, and benefit payment records.
- Oversee and participate in the preparation of quarterly tax returns, W-2's, 1099's and various mandated reports in compliance with Federal and State requirements.
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Generally Accepted Accounting Principles (GAAP), General Accounting Standards Board (GASB), financial analysis, and research techniques.
- Municipal accounting and budgetary principles, practices, operations, and procedures.
- Principles and practices of fund accounting.

- Project management principles and practices.
- Effective time management principles and practices.
- Principles of payroll processing, management, and reporting.
- Principles of cost and budgetary preparation, tracking, accounting, and analysis.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Current computer systems and application programs such as Microsoft Office Suite and Tyler Technologies Incode (ERP) and Itron .
- Basic principles of contract and grant administration and compliance and management of vendor services.
- English grammar, vocabulary, syntax, spelling, and punctuation at a level sufficient to perform the duties of the position and communicate and write in a clear, concise, and understandable manner for staff and visitors at the public counter or on the phone.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and fellow staff.

Ability to:

- Perform a wide variety of complex professional accounting work.
- Apply accounting theory and expertise to work assignments.
- Interpret and explain accounting policies and procedures.
- Identify problems or issues and develop solutions.
- Review and verify the accuracy of financial data.
- Analyze, post, balance, and reconcile financial ledgers, reports, and accounts.
- Communicate clearly and accurately, both orally and in writing.
- Create and maintain complex spreadsheets used for tracking and analysis.
- Maintain confidentiality as required.
- Prepare accurate financial reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Build and maintain effective working relationships with internal staff and external customers and contacts.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Review the work of other accounting and administrative personnel in specified work areas.
- Attend state, regional, or local meetings and training opportunities as deemed necessary.
- Operate common office machines including a multiple line telephone, computer, fax, and copier/scanner.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Convey oneself to and from multiple geographical locations in a timely manner during workdays and times.

Language Skills:

- Ability to read, analyze, interpret, and explain in understandable terms, governmental regulations.
- Ability to write clear, logical, and concise reports, business correspondence, and procedural manuals.
- Ability to present information in a clear and understandable manner and respond to questions from internal and external customers with compassion and respect for a diverse population.

Mathematical Skills:

- Ability to calculate figures and amounts such as but not limited to discounts, interest, proportions, percentages, area, and volume.
- Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

- Ability to use critical thinking and sound logical principals to solve practical problems.
- Ability to interpret and successfully carry out instructions in a timely manner furnished in written, oral, diagram, or schedule form.
- Ability to prioritize work, communicate changes and exceptions, consider and as appropriate accept viable suggestions and ideas, and diffuse conflict within the assigned work team or at the public counter.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

Possession of a bachelor's degree in accounting, finance, or closely related field

Experience:

Four (4) years of progressively responsible financial accounting work experience. Experience in a municipal or other governmental environment is highly desirable.

Licenses and Certifications:

Position requires the ability to possibly travel by car and as such possession of a valid California driver's license and maintain an acceptable driving record for the position.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.