

**ACCOUNTANT**

*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.*

**SUMMARY DESCRIPTION**

To perform professional accounting work, recording and reporting of financial transactions and budgeting control for assigned funds and City departments; to review accounts payable, payroll and other fiscal records; and to prepare financial report statements and analyses.

**IDENTIFYING CHARACTERISTICS**

Positions in this class require prior experience. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, are fully aware of the operating procedures and policies of the work unit, and require the ability to work independently, exercising judgment and initiative.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Performs professional accounting activities in compliance with applicable standards and specifications including general ledger reconciliation, financial reporting and record keeping; reviews and analyzes various records and reports; sets up and maintains journals, ledgers and supporting financial records.
2. Participates in the posting, balancing and reconciliation of the general ledger and subsidiary accounts.
3. Reconciles building permits, business licenses, marina operations, and credit card activities.
4. Analyzes and reconciles CalPERS liability and health liability to general ledger recordings and financial reports.
5. Prepares and files sales and use tax liability returns with the State Board of Equalization.
6. Prepares work papers, financial statements, quarterly investment reports, and various reports for federal, state and other outside agencies as well as for internal accounting and submission to City Council.
7. Recommends or implements changes in accounting systems and procedures.
8. Assists departmental personnel with budget activity, proper expenditure coding, document preparation, and other accounting related activities.
9. Performs comprehensive financial activity studies or special project assignments as directed.
10. Provides technical guidance to lower level accounting personnel in all accounting related functions.
11. Prepares journal entries for recording in the accounting system.
12. Responds to requests for information and advises City departments, governmental agencies, and the public of City accounting policies.
13. Audits and allocates the county's property tax payments to the City
14. Provides advice and counsel to management and other employees in accounting matters.

15. Performs related duties as required.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

Principles and practices of general and municipal government accounting and auditing.

Principles of financial administration, including budgeting and reporting.

Modern office practices, procedures, methods and equipment including computers and related software applications.

Data processing systems and practices.

Principles of lead supervision, training and evaluation.

#### **Ability to:**

Oversee, train and evaluate technical and clerical personnel.

Examine and verify financial documents and reports.

Prepare a variety of financial statements, reports and analyses.

Interpret local, state, and federal legislation as it relates to municipal finance.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

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

#### **Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in accounting or business administration.

#### **Experience:**

Two years of increasingly responsible professional accounting experience.

#### **License or Certificate:**

Certification as a Certified Public Accountant (CPA) is desirable.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.