

FLSA STATUS:
Non-Exempt

ACCOUNTANT

DEFINITION

Under general direction, this position performs technical and administrative accounting work, and applies accounting principles and methods in maintaining the fiscal records and systems of the City. Performs professional accounting work requiring moderate to high level of technical skills; prepares financial reports requiring knowledge of City's financial functions, governmental accounting, and automated accounting systems; payroll preparation, processing and maintenance; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Financial Services Manager. Provides direction to clerical and technical staff, but does not exercise full supervisory responsibility.

ESSENTIAL AND IMPORTANT DUTIES (Illustrative Only)

- Participate in the posting, balancing, and reconciliation of the general ledger and subsidiary accounts.
- Review, enter, and proof payroll data and issue paychecks and electronic payroll deposits.
- Maintain employee payroll files.
- Prepare payroll journal vouchers, quarterly and annual reports, and reconcile payroll related benefit account balances to the general ledger.
- Consult and coordinate with the Human Resources Department as needed for payroll related matters.
- Prepare standard, budget, and adjusting journal entries.
- Assist with monthly and year-end closing including account analysis and report distribution.
- Assist with preparation of financial statements and other external financial reports.
- Assist with the development of budget work papers and final document preparation.
- Perform special financial studies and analysis.
- Maintain cash receipt records, accounts receivable registers, report of invoice, aging report, and other financial records.
- Maintain file of miscellaneous accounts receivable including initiation of billings, collections, and follow-up on accounts.
- Review and update contract and lease agreements for compliance and make necessary adjustments.
- Prepare payment authorization requests for the Finance Department.
- Process purchase requisitions and maintain open purchase order accounts.
- Maintain accounts payable registers, ledgers, and other financial records.
- Reconcile accounts and reconstruct accounting record trails in order to locate and correct errors or to determine reasons for imbalances.
- Reconcile payable account balance to the balance in the general ledger.
- Research and answer finance related questions from the general public and the City staff.
- Assist Senior Accountant with reconciling bank statements.

- Audit cash received versus cash receipts, balance cash, prepare deposit report, enter cash receipts to the financial system, and make deposits to the bank.
- Prepare work papers and perform analyses in support of Annual Audit.
- Provide assistance to supervisor in implementing new programs.
- Assist in fixed assets accounting.
- File Federal and State wage and benefit reports, taxes and returns, and EEOC Report.
- Maintain effective working relationships with City employees and with the public.
- Perform other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of methods, practices, and terminology used in financial record keeping; practices related to accounts payable, billing, and payroll; general office practices and equipment; business methods; government accounting system requirements and procedures; computer spreadsheet software.

Ability and skills to learn, retain, interpret, and use financial policies and procedures; prepare accurate mathematical computations and timely submission of reports; accurately maintain complex financial and statistical data and records. Efficiently operate a variety of office equipment, including computer, and calculator. Effectively and efficiently prioritize work and meet deadlines; comprehend and accurately follow brief oral and written instructions; work without direct supervision; provide effective technical supervision to clerical staff. Establish, maintain, and foster cooperative working relations with internal and external customers, expressing self clearly and concisely in both verbal and written form.

EXPERIENCE AND EDUCATION:

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

Experience:

Two (2) years of professional accounting or municipal finance experience.

Education:

Graduation from an accredited four year college or university with a degree in accounting, finance, business or public administration, or a closely related field.

License and Certificate

Possession of a valid California Driver License.

SPECIAL REQUIREMENTS

Position may require prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination when using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data, and using a computer, and hearing and speech to communicate in person and over the telephone. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

WORK ENVIRONMENT

Incumbent generally works in an office setting. The noise level in the work environment is usually quiet, but can be moderately noisy. The work environment requires working in a public setting and interacting with members of the public. The incumbent may potentially be asked to work remotely, part or full time, depending on the needs of the organization.