

ACCOUNTANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed with a job.

DEFINITION

Under general supervision, performs complex professional accounting functions in preparation of financial reports and/or statements; develops accounting systems and analyzes and maintains financial records including accounts payable, payroll, utility billing, and general ledger input; to provide responsible and complex staff assistance to the department head; may provide supervision to lower level staff.

DISTINGUISHING CHARACTERISTICS

The Accountant is the professional level class in the series and is responsible for performing complex, professional accounting functions at the whole system level. The Accountant differs from the Accounting Technician in that the latter is the paraprofessional level responsible for handling accounting sub-system such as payroll and the purchasing program.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Prepare a variety of detailed factual and analytical accounting, statistical, and/or narrative financial statements or reports which require analysis and interpretation of fiscal data for use by a department, auditors, and/or other agencies.
- Examine, analyze, and verify fiscal systems and documents to ensure adherence to established controls.
- Assist in the preparation and maintenance of annual budgets; assemble and analyze cost accounting records and other supporting technical and statistical data; make complex or difficult adjusting entries, and transfers of appropriations; review budget information with appropriate staff.
- Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
- Prepare analysis of accounts and bank and cash reconciliation; prepare adjusting entries as needed.
- Perform general ledger and subsidiary accounting entries; review entries with the department head.
- Analyze operational procedures to automate accounting systems; assist and confer with other departments and agencies in the implementation of new automated financial applications.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of accounting.

- Respond to and resolve inquiries and requests from customers; approve utility billing adjustments, payment extensions, and payment contracts as appropriate.
- Supervise lower level staff.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Operations, services, and activities of a clerical and technical accounting program.
- Principles and practices of accounting, including governmental accounting.
- Modern office procedures, methods, and equipment, including computers.
- Recordkeeping principles and practices.
- Pertinent Federal and State, and local laws, codes, and regulations.
- Supervisory practices and principles.

Ability to:

- Operate a variety of office equipment in the performance of assigned duties and responsibilities.
- Interpret and explain City policies and procedures.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Education and Experience:

A Bachelor's degree from an accredited college or university with major in accounting, business administration, or closely related field and one of the following experience patterns:

- 1) Four years of increasingly responsible private sector accounting experience; or
- 2) Two years experience in a responsible governmental accounting position.

License Requirement:

Some positions may require possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6)

Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Other Requirements:

Some positions may require evening or weekend work.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Accountant	1/2002			4301	Non-Exempt	4

APPROVED: _____
Human Resources Director

Date: _____