



June 2008

ACCOUNTANT

DEFINITION

Under general supervision, performs responsible professional accounting and technical support duties related to the planning, organization, and coordination of assigned activities in the Financial Operations Division; ensures internal control of assigned functions; provides responsible technical assistance to the Financial Operations Manager; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Financial Operations Manager. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is the journey-level class in the professional accounting series. Incumbents exercise discretion and independent judgment in performing the full range of routine and complex departmental accounting and record-keeping programs. Successful performance of the work requires thorough knowledge of governmental accounting practices and procedures, fund accounting, and fiscal management. This class is distinguished from the Senior Accountant in that the latter is responsible for more complex and higher-level accounting functions and exercises a higher level of discretion and independent decision-making.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides responsible professional and technical assistance in the administration and implementation of the City's financial, auditing, and accounting programs.
- Prepares journal entries and reconciles general ledger and subsidiary accounts; prepares monthly financial statements, including distributing monthly revenue and expenditure reports to departments; prepares numerous monthly financial reports.
- Analyzes and reconciles expenditure and revenue accounts, including the reconciliation of bank statements to the general ledger.
- Participates in and assumes responsibility for various departmental programs, including financial statements, general ledger, and monthly statements, payroll; conducts and prepares special studies and reports.
- Reconciles postings from accounts payable, cash receipts, and accounts receivable to the general ledger; prepares journal entries.
- Prepares a variety of financial and statistical reports including year-end reporting, budgetary, and other legal documents.
- Monitors expenditures, revenues and budget allocations to determine the City's financial status and prepares custom reports, graphs, and schedules as needed.
- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws and regulations affecting the financial operations of municipal government.

- Audits assigned financial records for accuracy and proper classification of financial transactions.
- Assists in the coordination of the annual external audits.
- Prepares entries to maintain the fixed asset ledger; enters new and updated data into the accounting system, including all capital purchases, fixed asset transfers and deletions.
- Assists with investment accounting.
- Assists with amendments to the annual budget, such as reconciling budget balances with City Council adjustments; prepares Budget to Actual reports; may monitor expenditures to ensure compliance with adopted budget.
- Develops complex computerized spreadsheets for various reports.
- Provides accounting assistance to other departments and employees, including calculating utility fees and invoicing customers.
- Provides back up for accounts payable, accounts receivable, and payroll.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in accounting.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices, and methods of public and governmental accounting, including budgeting tracking and auditing and their application to municipal operations.
- General principles and practices of data processing and its applicability to accounting and municipal operations.
- Applicable Federal, State, and local laws, codes, and regulations.
- Principles and practices of business organization and public administration.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Analyze financial data and draw sound conclusions.
- Prepare clear, complete, and concise financial statements and reports.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Understand and carry out a variety of complex instructions in a responsible and independent manner.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- 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.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.

- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business administration, or a closely related field and two (2) years of responsible professional public accounting experience.

License:

None.

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, before groups 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 weighing 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.