



Job Description – Accountant

Salary Class & Designation: 61G

FLSA Status: Non-Exempt

Employment Status: Classified

Reports to: Finance Director

Position Summary: Under general supervision, performs accounting and analytical work assignments including the analysis, maintenance, reconciliation and verification of financial records; works with accounting, budgeting, cost analysis and financial reporting using financial management information systems; and performs related duties as required.

Distinguishing Characteristics: The work requires knowledge of accounting principles and practices and skill to readily apply this to accounting systems and software. The scope and instructions are provided at the beginning of assignments, but incumbents are expected to independently perform the work to completion.

Typical Duties and Responsibilities:

- Sets up and maintains expenditure, cost and control ledgers, registers, journals and other records necessary to control fiscal operations.
- Reconciliation of cash accounts, subsidiary ledgers and registers to control ledgers.
- Collects data on direct, indirect and overhead costs of operations in connection with the setting of rates and fees.
- Reviews documents authorizing expenditures from various accounts and funds for conformance with existing legal and procedural requirements.
- Assists with the preparation of payrolls; assist in budget preparation, including technical and statistical analysis and justification.
- When necessary, assists in maintaining purchase order/requisition/encumbrance system, processes a variety of miscellaneous billings and reconciliations, operates and maintains the utility billing system, and handles business license system.

Material, Equipment and Tools: Computer terminal, keyboard, mouse, Windows operating systems, personal computer and programs such as Microsoft Office, IBM System 36 operating system and programs; computerized cash register, FAX, postage meter, copier, typewriter, credit card processing machine and calculator (10-key tape type) and Dictaphone.

Desirable Skills, Knowledge and Abilities

Knowledge of:

- Accounting theory, principles, and practices, and their application to a wide variety of accounting transactions and problems with a particular reference to governmental accounting.
- Correct English usage, spelling, grammar and punctuation.

- Modern office management practices and procedures.
- Office and accounting machines.
- Computerized accounting systems.
- Governmental accounting systems, including familiarity with GASB 34.

Ability to:

- Analyze and evaluate accounting data.
- Perform mathematical computations including percentages, discounts, interest, profit and loss, and other calculations applicable in a financial operation.
Prepare complex financial reports.
- Establish new accounting systems.
- Communicate clearly and concisely both orally and in writing.
- Prepare clear and concise fiscal reports.
- Read and interpret various City ordinances applicable to the position.
- Read and interpret various City union memoranda of understanding.
- Above average skills and abilities to perform all of the functions exercising the use of independent judgment in a responsible and self-directed manner with minimal supervision
- Adjust to workload changes and work under pressure to meet deadlines.

Desirable Experience/Education: Any combination of education and experience which would provide opportunity to acquire the knowledge and abilities listed. Normally, either possession of a college degree in accounting, finance or business administration with at least 12 semester or 16 quarter units of Accounting, including Principles of Accounting, Intermediate Accounting, Advanced Accounting, Governmental Accounting, Cost Accounting or Auditing; or one year of experience in the accounting field.

Essential Function: Use of computer/word processor; sitting; frequent standing; respond to public inquiries; tactfully deal with public in oral and written communications; full use of hands and fingers to use office equipment.

Physical Requirements: Constant sitting in office chair; use of hands for operation of office equipment; frequent moving from sitting to standing position at counter; occasional lifting of office equipment, storage boxes and supplies of less than 30 pounds.