

ACCOUNTANT I

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DEFINITION

Under general supervision performs professional accounting duties including the review, development and maintenance of financial records and systems; examines, analyzes and verifies financial data and records; conducts special projects; and performs other related work as required.

DISTINGUISHING FEATURES

This is the entry level class in the professional accounting series. This class assists other professional or management staff by performing tasks that require an understanding of the principles of accounting. This class performs the more routine tasks and duties. Incumbents at this level are not expected to perform with the same independence of direction and judgment as higher level classifications. Since this class is typically used as a training class, employees may have only limited or no work experience directly related to governmental accounting.

EXAMPLES OF DUTIES

1. Maintains, reviews and reconciles general ledger, subsidiary accounts and statements of various City funds; identifies and locates accounting data by researching accounts and related source documents; examines transactions to ensure accuracy; corrects financial records as necessary through preparation and posting of journal entries.
2. Analyzes, verifies and prepares various financial reports and statements, assists in monitoring various accounts and verifies availability of funds and accurate coding and classification of revenues and expenditures; researches and analyzes transactions to resolve problems.
3. Assists in the performance of the year-end review of accounts, preparation of adjusting and closing entries and preparation of year-end financial statements, periodic financial reports and supporting schedules; prepares and updates notes to the City's Annual Certified Financial Report (ACFR).
4. Assists in preparation of external audit schedules; prepares records for annual audit and gathers statistical data for financial reporting.
5. Updates and maintains the City's long-term debt payment schedules; ensure debt service payments are made in a timely manner; and assists with annual disclosure reporting.
6. Performs monthly reconciliations of the City's bank accounts.
7. Prepares quarterly sales and payroll tax return accurately and in a timely manner.
8. Reviews, analyzes and reconciles assets, liability, equity, revenues and expenditure accounts.
9. Assists with budget preparation and monitoring; prepares and posts budget adjustment/amendment entries.
10. Assists with revenue and expenditure projections and their impact to fund balance.
11. Assists in implementation, modification and operation of various accounting systems.
12. May act as a liaison with granting agencies and external auditors.
13. May attend conferences and seminars to receive updated information on new governmental accounting statements and other regulations.
14. May provide direction and training for clerical staff.
15. Build and maintain effective working relationships with co-workers, other City employees and the public using principles of good customer service.

Other Duties:

1. Performs other related duties as required.

WORKING CONDITIONS:

- Indoor office or station environment.
- Noise level is usually moderate, ambient office sounds such as speaking, working office equipment, and software.
- The incumbent may be required to work extended hours during peak periods such as fiscal year-end closing or audit preparation.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate objects, controls, and/or tools such as but not limited to a computer keyboard or calculator and to operate standard office equipment;
- Vision abilities or ability to interpret, read, and maintain various documents, such as files, contracts, and reports, in electronic and non-electronic formats.
- Frequently sitting for extended periods of time
- Occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information;
- Ability to lift, carry, push, and pull materials and objects up to 25 pounds.
- Hearing and speaking to present and exchange information, and to communicate in person and by telephone.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: A bachelor's degree from an accredited four year college or university with major course work in accounting or business administration.

Experience: None. However, experience performing technical accounting work is preferred.

Knowledge

Knowledge of generally accepted accounting principles and practices, auditing and budgeting principles, practices and theories, including general and fund accounting; automated financial management systems; appropriate laws, rules and regulations.

Ability

Ability to perform both complex and routine accounting, financial and statistical work with speed and accuracy; operate a variety of modern office equipment including calculator and computer equipment; accurately prepare and maintain a variety of financial and statistical records and reports; interpret, effectively apply and explain established policies, procedures, rules and regulations; interpret and effectively apply complex governmental regulations; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; communicate effectively, clearly and concisely, both orally and in writing, and establish and maintain effective working relationships with employees and the general public.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.