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City of Alameda  
Code No. 1677  
Approved by C.S.B.  
August 15, 2018

## ACCOUNTANT I

### **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 judgement 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 Comprehensive Annual Financial Report (CAFR).
  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.
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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 positive working relationship with co-workers, other City employees and the public using principles of good customer service.
16. Performs other related duties as required.

## **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 as a condition of initial and continued employment.