

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 1677
Approved by C.S.B.
~~February 7, 1996~~ August 15, 2018

ACCOUNTANT I

DEFINITION

Under ~~general supervision~~ direction performs professional accounting ~~and auditing work duties~~ including ~~connection with the preparation, maintenance and review of payroll, project and 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 preforms 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. Gathers, prepares and maintains fiscal and accounting records and prepares related reports.~~
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. Prepares a variety of accounting data for and from general ledger accounts and subsidiary reports.~~
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). Prepares and maintains expenditures and budgetary control accounts.~~
4. ~~Assists in preparation of external audit schedules; prepares records for annual audit and gathers statistical data for financial reporting. Prepares statements of financial condition, statistical reports, and balance sheets; prepares trial balances and reconciles work sheets.~~
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. Posts and audits project orders and requisitions; prepares billings; audits inventory records; classifies and verifies charges reported on invoices, purchase orders and other documents.~~
6. ~~Performs monthly reconciliations of the City's bank accounts. Audits various records and prepares adjustments as needed; reconciles and adjusts 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 Analyzes and reconciles expenditure and revenue accounts.~~
8. ~~Assists in the preparation, analysis, and review of reimbursements, expenditures, fund condition, or other proprietary and budgetary accounts.~~
9. ~~Assists with~~ budget preparation and monitoring; prepares and posts budget adjustment/amendment

- ~~entries, administration.~~
10. ~~Assists with revenue and expenditure projections and their impact to fund balance.~~
 11. Assists in ~~installation implementation~~, modification and operation of various accounting systems.
 12. May act as ~~accounting 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.~~ perform various payroll, accounts receivable, and accounts payable activities.
 14. ~~May be responsible for accounting, financial analysis, monitoring and complying with appropriate financial requirements of major activities or capital projects which may involve state, federal or other fund sources.~~
 15. May provide ~~lead~~ direction and training for clerical staff.
 16. Build and maintain positive working relationship with co-workers, other City employees and the public using principles of good customer service.
 17. 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~~ Graduation 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 ~~basic generally accepted~~ accounting principles and practices, auditing and budgeting principles, practices and theories, including general and fund accounting; ~~computerized 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.