

ACCOUNTANT

DEFINITION

To perform professional accounting work related to the preparation and maintenance of municipal accounting records, and procedures including for airport operations; to reconcile the general ledger, oversee the City's accounts receivables, and assist with audit processes; and to provide professional level support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level professional Accountant class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Finance Manager.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform professional accounting duties related to the preparation and maintenance of municipal accounting records.

Review accounting documents to ensure accuracy of information and calculations; make correcting entries; examine supporting documentation to ensure proper authorization and conformance with agreements, contracts, and state and federal regulations.

Assist with annual audit preparation of work papers and related items needed for the auditors.

Reconcile the general ledger and balance sheet accounts; review income statement budget and review supporting documents; prepare and enter Journal entries and budget adjustments and make periodic reconciliations of the general ledger, journal and subsidiary accounts and bank statements.

Oversee, monitor and process the City's accounts receivable billing including for Retiree/COBRA and a variety of invoices; answer questions and follow up on past due accounts.

Review accounts payable check runs and assist the Accounting Clerk with issues and questions.

Oversee, monitor and process the City's CalCards accounts and related records and transactions and assist with other accounts and/or projects as assigned.

Oversee and prepare airport finance records, leases, issuance of keycards, invoices and airport accounts receivable; refer tenant inquires; provide backup duties for other finance division accounting functions as needed.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Accounting principles, practices and methods including account reconciliation and payroll calculations.

Criteria of GAAP (Generally Accepted Accounting Principles) and GASB (Governmental Accounting Standards Board).

Municipal billing and collection procedures.

Payroll calculations including related liabilities and expenses.

Principles and practices of business data processing, particularly related to the processing of accounting information.

Ability to:

Analyze, post, balance and reconcile financial data ledgers, records and accounts.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Prepare clear, complete financial reports and statements.

Verify the accuracy of financial data and information.

Ensure proper authorization and documentation for disbursements and other transactions.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Two years of responsible professional accounting experience, preferably in a public agency setting.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in accounting, finance, business administration or a related field.

License and Certificate

Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a valid California Class C Driver License may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Certification as a Public Accountant is desired.