

ACCOUNTANT I/II

Definition:

Under general supervision, performs a variety of professional accounting and auditing duties, prepares financial reports, statements and analyses and performs related work as required.

Class Titles

Accountant I
Accountant II

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in this series include the following:

Posts to, balances and reconciles the General Ledger and subsidiary accounts.

Examines, analyzes and verifies a wide variety of financial documents for accuracy and compliance with established procedures.

Audits cash receipts, cash disbursements, transient occupancy tax reports and records of City lessees and concessionaires.

Reviews City Council agenda items for financial accuracy.

Performs State, Federal and other agency reporting requirements.

Monitors and maintains records of the City's fixed assets.

Performs a wide variety of financial analyses duties and special projects.

Provides technical information and assistance to City departments.

Checks budget submissions for accuracy and analyzes proposed departmental budgets for variances.

Performs comprehensive financial studies and analyses and prepares reports and related correspondence.

Develops City-wide cost allocations and allocates costs to departments.

Prepares bank reconciliations for all City bank accounts.

Participates in the preparation of periodic financial reports to the City Council and City Manager.

Develops improved accounting controls and procedures.

Operates a computer and uses applicable software to record data, process information, make detailed on-line inquiries and generate financial reports.

May provide technical guidance to lower level accounting personnel.

May explain and interpret accounting and fiscal policies and procedures to City staff, auditors and outside agencies.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Drives a vehicle on City business.

Lifts and carries boxes of accounting records and files weighing 30 pounds or less

Class Characteristics:

Accountant is a multi-incumbent class in the Fiscal Services Division of the Administrative Services Department. An Accountant I works under direct supervision and within set guidelines performing the more routine and less complex accountancy tasks than an Accountant II. An Accountant II works under limited supervision performing the full range of professional accounting and technical tasks. The work of an Accountant II is normally reviewed only upon completion and incumbents may also help train and coordinate the work of an Accountant I.

Contacts and Relationships:

An Accountant establishes and maintains contact with Administrative Services Department staff and a variety of staff in other City departments to include department and division heads.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this series are as follows:

Accountant I

Knowledge of:

Principles, practices and procedures of accounting and auditing.

Posting ledger and journal activities.

Methods of research and analysis.

Inventory control procedures.

English usage, spelling, grammar and punctuation.

Computer applications as they relate to area assigned.

Business math.

AND

Ability to:

Communicate effectively orally and in writing.

Learn and apply City policies, procedures and systems governing financial administration.

Prepare clear and concise financial reports.

Understand and carry out oral and written instructions.

Exercise independent judgment and handle multiple projects and tasks.

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

Make accurate mathematical calculations.

Operate a personal computer and use applicable software programs.

Analyze and assemble data and prepare reports.

A typical way to obtain the knowledge and abilities is as follows:

Education: A Bachelors Degree in Finance, Accounting or a closely related field from an accredited college or university.

AND

Experience: One year of professional accounting experience, preferably for a municipality or other governmental agency.

Accountant II

Knowledge of:

Items listed under "Knowledge of" for Accountant I plus the following:

Municipal budget and accounting systems.

Principles and methods of public finance.

Computerized financial accounting systems.

AND

Accountant I/II

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Ability to:

Items listed under "Ability to" for Accountant I plus the following:

Analyze and reconcile complex financial data and transactions.

Prepare comprehensive and concise accounting and statistical reports.

A typical way to obtain the knowledge and abilities is as follows:

Education/Training: A Bachelors Degree in Finance, Accounting or a closely related field from an accredited college or university.

AND

Experience: Two years of professional accounting experience, preferably for a municipality or other governmental agency

Special Requirements:

Must be able to work a flexible and extended schedule to accommodate City needs.

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this series.

Operate adding and calculating equipment with speed and accuracy.

Physical tasks and working conditions:

Work is performed in an office environment and requires sitting for prolonged periods of time using a computer keyboard and screen. An incumbent stands, walks, twists, reaches, bends, crouches and kneels and may grasp, push, pull, drag and lift boxes of accounting records and files weighing 30 pounds or less. An incumbent may drive a vehicle on City business and must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation:

Accountant I - Non-exempt
Accountant II – Exempt

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