



Accountant

Class Specification

Revised 9/23

Class ID: 320

Unit: MGMT

Probation: 12 Months

FLSA: Exempt

DEFINITION

Under general supervision, performs professional accounting duties in the development and maintenance of complex financial records and systems for financial and budget information to support City Departments, complies with external reporting requirements, and provides technical assistance to outside auditors and agencies; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Finance Director, Accounting Manager, or Senior Accountant. May exercise supervision or provide technical direction over lower-level staff.

DISTINGUISHING CHARACTERISTICS

This is a professional journey-level class in the Accountant series. Positions in this class are expected to perform a full range of professional accounting duties assigned independently. Incumbents have a thorough knowledge of governmental accounting systems and procedures and can exercise independent judgment within established frameworks and procedures. The Accountant class is distinguished from the Senior Accountant in that the latter has supervision of Accountants in the Finance division.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Analyze and reconcile revenue and expenditures reports; coordinate various accounting records with information received from accounting systems and departmental records.

Prepare various journal entries (monthly, year-end, closing) and verify data; prepare monthly bank reconciliation; review and post revenue receipts and accounts payable batches.

Monitor various funds and city-wide projects for financial purposes; establish new funds and accounts; maintain accounting records for assessment districts; reconcile Capital Assets records.

Assist in the preparation of the Annual Comprehensive Financial Report (ACFR) and other external year-end and quarterly reports; assist with the budget preparation and participate in the mid-year budget review.

Review and audit entries made to various financial records for proper coding and maintenance of proper accounting procedures. Prepare audit schedules with noted explanations for significant variances between reporting periods.

Prepare required financial reports to other government agencies and financial institutions.

Prepare quarterly department budgets and fund balance projection; review with operating departments.

Prepare/update written accounting procedures as needed; propose improvements/efficiencies to current accounting/reporting processes as needed.

Provide technical assistance to outside auditors.

Serve as back-up to the Senior Accountant in their absence.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Generally accepted accounting principles (GAAP).
- Principles and practices of governmental accounting and government accounting standards board (GASB), auditing, and fiscal management.
- Principles and practices of financial administration including budgeting and reporting.
- Principles and practices of internal controls.
- Modern office practices, procedures, methods, and equipment.
- Laws regulating public finance.
- Principles of supervision, training, and performance evaluation.
- Office equipment including computers and related software such as word processing and spreadsheets.

Skill or Ability to:

- Analyze, interpret, and explain department and City policies and procedures, government regulations and accounting manuals.
- Develop, revise, and utilize manual and automated accounting systems and procedures.
- Prepare varied and complex financial statements, reports, and analysis.
- Set workload priorities and meet deadlines.
- Identify, research, and solve a wide variety of work-related problems.
- Prepare records for audit and assist auditors.
- Exercise sound independent judgment within general policy guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Represent the City effectively in meetings with management, public officials, other employees, and the public.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

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

Equivalent to a bachelor's degree from an accredited college or university in finance, accounting or closely related field, and three (3) years of progressively responsible experience in accounting. Government accounting experience desirable.

License and Certificate:

This classification requires the ability to travel independently within and outside of City limits.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently sit for prolonged periods of time, bend, stoop, kneel, and reach to perform assigned duties, as well as push and

pull drawers open and closed to retrieve and file information. Standing in and walking between work areas is frequently required. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.