

ACCOUNTANT

Definition:

Under direction of the Finance Director, performs professional accounting work, including auditing, analyzing and verifying fiscal records and reports, preparing financial and statistical reports, providing information to City staff regarding accounting practices and procedures, and reconciling general ledger accounts; assists in preparing the City's annual budget; prepares year-end audit reports and schedules; trains and provides limited technical advice to clerical personnel, and performs related work as required.

Job Characteristics:

This professional-level Accountant class is assigned to the Finance Department. The incumbent works with a high degree of independence in performing accounting and financial activities for the City. Successful performance of the work requires good knowledge of governmental accounting practices and procedures, fund accounting and fiscal management. Responsibilities include direct contact with all City Department staff regarding monthly reports, revenue and expenditure accounts, the automated purchasing and financial reporting system and payroll activities.

Examples of Key Duties: (Duties are illustrative and not inclusive and may vary with individual assignment.)

- Prepares journal entries and reconciles general ledger and subsidiary accounts; prepares monthly financial statements, including distributing monthly revenue and expenditure reports to departments.
- Analyzes and reconciles expenditure and revenue accounts, including trustee accounts and investment reports.
- Makes wire transfers and journal funding transfers and reconciles monthly bank statements.
- Monitors grant revenues and expenditures, ensuring data is recorded in the City's financial accounting system. Prepares fiscal grant reports for internal and external agencies as required.
- Calculates and prepares reimbursement billings and tracks receivables; reconciles monthly accounts receivable.
- Prepares audit schedules for external auditors and acts as a liaison between the City and auditors.
- Prepares annual financial statement subsidiary schedules and the annual state report for the City.
- Assists with the preparation of the annual City budget.
- Assists with the fiscal year-end and fixed asset accounting.
- Provides training in the use of the City's computerized financial system and assists City departmental personnel with budget questions, proper expenditure coding, document processing and other accounting related activities.
- Performs other duties of a similar nature or level.
- Maintains a consistent and reliable attendance record.

Qualifications:

Education and Experience:

A four-year degree from an accredited University or College is required, in accounting, finance, public administration or a related field. A minimum of four years of accounting experience, preferably in municipal government.

Licenses:

None Required.

Physical Requirements and Working Conditions:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, stamina to maintain attention to detail despite interruptions, strength to lift and carry files weighing up to 10 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone.

Knowledge of: (at entry)

Generally accepted accounting practices and principles;
Fund or governmental accounting practices and principles;
Auditing practices and principles;
Public agency budgeting practices and principles;
Computer applications related to the work;
Standard office practices and procedures;
Applicable laws, codes and regulations; and
Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Skill in: (at entry)

Maintaining accurate financial records and preparing clear and accurate reports for informational, auditing and operational use;
Reconciling accounts, records, reports and journals;
Preparing financial and/or auditor statements, schedules and reports;
Interpreting, applying and explaining complex laws, codes, regulations and ordinances;
Reviewing and verifying accuracy of data;
Maintaining accounting records for special accounts and projects;
Making sound, independent judgments within established policies and procedures;
Organizing own work, setting priorities and meeting critical deadlines; and
Communication to interact effectively with co-workers, managers, subordinates and the general public sufficient to convey information and to receive work direction