



ACCOUNTANT

Department:	Finance	FLSA Status:	Exempt
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GENERAL PURPOSE: Under the general supervision of the Deputy City Manager/Finance Director plans, coordinates, and performs a variety of professional accounting functions; prepares and maintains municipal financial records and reports; participates in the preparation and maintenance of the City's annual budget; maintains the City's fixed asset records; participates in audit processes; provides assistance with payroll and/or accounts payable; and performs related work as required.

TYPICAL DUTIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides responsible professional and technical assistance in the administration and implementation of the City's financial, auditing, and accounting programs.
- Compiles, analyzes, and ensures the accuracy and completeness of the City's financial data.
- Prepares, maintains, and submits a variety of financial records, summaries, statements, and reports in accordance with applicable regulatory reporting requirements.
- Reviews and analyzes revenue streams and expenditures for completeness, accuracy and anomalies.
- Assists the Finance Director in the compilation and preparation of the annual budget, including assisting other departments with budget preparation, providing personnel cost projections and estimated grant revenues and expenditures, monitoring expenditures to ensure compliance with adopted budget, and assisting in publication of the budget.
- Participates in intermediate and long-range budget planning strategies.
- Participates in annual audit processes; prepares and maintains audit schedules; interacts and provides information to external auditors.
- Records and maintains appropriate controls for fixed asset records; prepares related journal entries, schedules, and reports.
- Serves as a financial resource to City departments and personnel; prepares monthly financial statements, including distributing monthly revenue and expenditure reports to departments; and develops, prepares, and provides specialized financial reports as requested.
- Reconciles postings from payroll, accounts payable, cash receipts, and accounts receivable, and performs general payroll and/or accounts payable duties as required.

JOB DESCRIPTION

Accountant

- Performs other related duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Accounting, Public or Business Administration, or related field; AND four years increasingly responsible professional accounting experience with a public agencies financial and/or budgetary systems; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.

Required Knowledge of:

- Finance Department operations, policies, and procedures.
- Principals, practices, and methods of public and governmental accounting and financing, including program budgeting and auditing and their application to municipal operations.
- Generally Accepted Accounting Principles (GAAP).
- Regulations governing municipal accounting activities.
- Processes for preparing and administering budgets.
- Audit processes and procedures.
- Various types of financial records and reports.

Required Skill in:

- Coordinating and conducting a variety of professional accounting duties.
- Compiling, analyzing, and reconciling municipal financial data.
- Working effectively on multiple projects with competing priorities.
- Preparing clear, complete, and accurate financial records, summaries, statements, and reports.
- Participating in the preparation and maintenance of the City's annual operating budget.
- Preparing audit schedules and participating in annual audit processes.
- Updating and maintaining the City's fixed asset records.
- Analyzing existing systems processes and procedures to modify/develop changes as necessary.
- Establishing and maintaining cooperative working relationships with other staff, City departments, outside agencies, external auditors, vendors, and the general public.

Physical Demands / Work Environment:

- Work is performed in a standard office environment.
- Subject to sitting for extended periods of time, standing, walking, bending, reaching and lifting of objects up to 25 pounds.