

ACCOUNTANT I/II

DEFINITION

To perform professional accounting and finance work and to assist in the City's budgeting function as assigned.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Finance Director or his/her designee within a broad framework of policies and objectives. The Accountant I is an entry level position and will perform the most basic and routine tasks to assist the department. The Accountant II is a journey level position and will perform responsible and complex technical assignments in support of the department. The Accountant II may exercise functional supervision over professional, technical, and clerical staff. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

Provide responsible professional and technical work in the administration and implementation of the City's financial, auditing, accounting programs; and preparation, administration, and management of the City's operating and capital budgets. Assist in planning and developing accounting procedures for bookkeeping and processing of claims, expenditures, purchases, budget data, payroll receipts, debt financings, and subventions. Check appropriation balances, recommend transfer of funds to other appropriation funds as necessary. Prepare and manage contracts, as deemed necessary, and monitor and review to determine that expenditures are made in accordance with terms of the contract. Assist with the evaluation of financing options and alternatives, as well as, the analyses, preparation, execution and recording of debt instruments. Prepare external reports to the State Controller and other Agencies as required. Prepare monthly and annual closing and adjusting entries to the City's general ledger. Prepare a variety of comprehensive and complex financial and expenditure reports and financial statements periodically and as assigned. Assist in development and implementation of internal control functions and appropriate procedures to ensure all City assets are properly monitored and maintained. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Make occasional presentations to City Council and other agencies/groups. Participate in the development of guidelines, goals, objectives, and policies for assigned work unit. Respond to difficult citizen complaints and requests for information. Coordinate accounting activities with City department/divisions and with outside agencies. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of generally accepted accounting practices applicable to local government. Principles and practices of budget development, revenue management, and financial accounting and reporting. Public finance administration. Principles and practices of proper office management. Automated accounting and information systems, including the use of spreadsheet software.

Ability to:

Interpret appropriate Federal, State, and City laws, regulations and guidelines and successfully apply them to practical situations. Prepare accurate financial and statistical reports. Analyze statistical and fiscal material and reduce the analysis to lay language. Communicate effectively in both oral and written form. Work independently. Identify problems, secure relevant information by relating data from different sources, identify possible causes and recommend appropriate solutions. Effectively evaluate and analyze financial/accounting data to make appropriate projections and recommendations. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Minimum Education and Experience

Accountant I & II -

Education - Bachelor's degree from an accredited four year college or university with a degree in accounting, or a closely related course of study.

Accountant I-

Experience: One year of professional accounting experience. Governmental financial management and auditing experience is desirable.

Accountant II -

Experience: Three years of professional accounting experience, including one year of governmental financial management. Auditing experience is highly desirable.

License or Certificate

Possession of a valid California Driver's License. CPA is desirable.

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Council Action: September 18, 2007

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