



Accountant

Summary

Apply accounting principles to perform a variety of accounting functions. Under minimal supervision, performs technical and highly detailed work in the preparation, review, and processing of payroll records, documents and related materials.

Class Characteristics

General supervision is provided by the Accounting Manager; responsibilities may include the indirect supervision of support staff.

This is the journey level class in a technical/professional accounting classification series. The Accountant classification performs more complex accounting tasks with more independence and is expected to perform the full range of technical accounting work in the City. Incumbents are expected to have a thorough knowledge of accounting principles and practices, established systems, and procedures. This class is distinguished from that of Accounting Assistant in that it has greater latitude for interpreting and implementing policies and developing procedures, and is responsible for independently performing technical accounting work requiring extensive specialized knowledge in the areas of assignment.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Participate in accounting tasks related to the maintenance of the City's financial record keeping, reporting, and control systems.

Reconcile and balance various records and ledgers, investigate discrepancies and make appropriate adjustments according to existing policies and regulations governing the agency's fiscal record-keeping systems.

Perform a variety of accounting activities including the preparation of complex bank reconciliation, detailed calculations, record keeping and reconciliation in various accounting areas. Prepare for approval standard and adjusting journal entries.

Gather and compile a variety of numerical data and prepare statistical and financial reports for distribution internally and to outside agencies such as federal, state, and other local agencies.

Make recommendations regarding work processes and procedures in area of assignment.

Process and produce the City's bi-weekly payroll and perform related activities, which include: review and verification of payroll documents, data entry for payroll records and information, maintenance of payroll records, and preparation of various payroll related reports.

Monitor and ensure timely payment of all mandated state and federal payroll taxes; process bi-weekly payments for automatic deposits, deferred compensation, and other benefit plan payments.

Maintain various payroll tables and databases; develop and maintain systems for monitoring and tracking payroll and employee benefits related information.

Monitor and ensure compliance with payroll related City policies, Memorandums of Understanding, Compensation Plans and Agreements, and state and federal legislation affecting payroll.

Perform related duties as assigned.

Skills/Abilities:

Prepare complex financial and statistical reports; maintain and reconcile financial transactions records, ledgers, and journals. Understand transactions and relationships among accounting documents; detect fiscal record keeping errors rapidly and efficiently.

Write reports, business correspondence, documentation, and effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Perform detailed numerical work with speed and accuracy.

Comprehend and draw inferences from written material, analyze problems, gather relevant information and recommend corrective action; perform multiple tasks under deadline pressure; organize and prioritized work to meet deadlines.

Work independently with minimal supervision, utilizing sound judgment in the course of work.

Operate a standard computer with working knowledge of analytical spreadsheets, standard office software and equipment, including Microsoft Excel and 10-key calculator.

Prepare a variety of financial statements, reports and analyses with supporting statistics and data. Examine and verify financial documents and reports.

Communicate effectively both verbally and in writing.

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

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, use the computer keyboard and mouse, use hands to finger, handle, or feel, reach with hands and arms, talk or hear, stand, walk, and stoop, or crouch. Occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires the ability to work in an office environment where the noise level is usually moderate.

Qualifications

Knowledge of:

Generally accepted accounting principles and their application, with experience in governmental accounting principals and procedures.

Federal, state and Fair Labor and Standard Act rules and regulations related to payroll.

Principles of automated information systems and methods, including spreadsheets and other accounting and business software.

Modern office practices, procedures, methods, and equipment.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way of gaining such knowledge and abilities would be:

Education:

A Bachelor's degree with major work in accounting or closely related field.

Experience:

Sufficient years of professional accounting experience that demonstrates possession of the required knowledge and abilities. Two years of local government accounting is desirable.

Certificates/Licenses:

Possession of a valid California Class C driver's license.

Established: 08/18/03
Resolution #: 2003 – 165 N.C.S.
Revised: 06/30/06
Department: Administrative Services
FLSA Status: Non-exempt