

ACCOUNTANT I

I. Position Identification

- A) Title: Accountant I
- B) Bargaining Unit: Confidential
- C) Customary Work Hours: 8:00 a.m. until 5:00 p.m.
- D) Customary Work Days: Monday through Friday
- E) Reports To: Finance Officer
- F) Directs The Work Of: Lead Direction to Intermediate Account Clerks
- G) Educational and/or Experience Requirements:

Education: Equivalent to four years of college with significant course work in the areas of accounting, financial management, public administration, business administration, or related fields including significant course work in the area of accounting and financial management.

Experience: At least one (1) year of recent, full-time responsible accounting or fiscal experience. Governmental and/or fund accounting experience or a CPA is highly desirable.

- H) Licenses and/or Certificates Required: Possession of a valid California Class C driver's license is required.

II. FLSA Status: Non-exempt

III. Position Summary

Under general direction of the Finance Officer performs professional accounting work including the examination, maintenance, verification, analysis, and reconciliation of financial records; assists in developing and installing accounting systems; prepares accounting, auditing and budget reports; assists in daily clerical accounting activities; and prepares county, state and federal reports.

The Accountant I is the entry-level class in the Accountant series. This class is distinguished from the Accountant II by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the II level.

IV. Essential Functions

1. Provides responsible professional and technical assistance in the administration and implementation of the City's financial, auditing, and accounting programs.
2. Participates in operating an automated office and computerized financial and information system; identify, develop and implement new automated applications as needed to facilitate effectiveness and efficiency.
3. Participates in and assumes responsibility for various departmental programs including financial statements, general ledger, monthly statements, payroll, and assessment districts accounting; conducts and prepares special studies and reports.
4. Prepares journal entries and periodic reconciliation of general ledger, revenue, expenditure, or subsidiary accounts and bank statements.
5. Prepares a variety of financial and statistical reports including year-end reporting, budgetary and management analysis.
6. Monitors expenditures, revenues and budget allocations to determine the City's financial status and prepares custom reports, graphs and schedules as needed.
7. Interprets, explains and applies general and governmental accounting/auditing principles and procedures, laws and regulations affecting the financial operations of municipal government.
8. Participates in the development and oversees administration of the citywide budget.
9. Assists in the coordination of the annual audits and assumes a lead role as needed;
10. Participates in cross training with the activities and job duties of the Intermediate Account Clerks who process accounts payable, payroll and miscellaneous accounts receivable transactions;
11. Records and maintains appropriate controls for fixed assets; assist in the City's purchase orders and accounts payable system, auditing and financial analysis, grant accounting and special reports.
12. Assists with investments, portfolio management and cash management, debt management, new financing, annexations and subdivisions and revenue and expense projections.
13. Provides assistance to City Departments and employees on accounting and financial systems management problems, the interpretation of accounting and

financial management policies and procedures and in resolving accounting and financial systems problems.

14. Facilitates fiscal controls and compliance with generally accepted accounting principles
15. Builds and maintains respectful, positive working relationships with staff, supervisors, outside agencies and the public using principles of good customer service; provides effective conflict resolution, as needed.
16. Models appropriate professional management conduct; maintains appropriate confidentiality of sensitive information; complies with and supports City policies and procedures, labor laws, and MOU provisions.
17. Conducts internal audits as required.
18. Utilizes computer software financial and spreadsheet programs on personal computer and mainframe platforms.
19. Performs professional accounting work.
20. Responsible for carrying out the mission of the City and the department and adherence to the City's and department's organization values.
21. Develops and maintains positive public relations with emphasis on customer service.
22. Has the ability and willingness to work cooperatively in a team environment with other City employees in the course of daily activities.
23. Adherence to the City and department's organizational values.
24. Performs other duties and assumes other responsibilities as apparent or as delegated.

V. Collateral Functions

1. Implements programs aimed at improving communication with internal customers, efficiency in operations, and revenue recovery.
2. May assist in the design and implementation of motivational programs and facilitates staff training and professional development.
3. Assists in the planning, development and implementation of accounting and financial management programs.

4. Compiles a variety of narrative and quantitative reports and correspondence; identifies data sources; gathers and evaluates data; devises procedures for data collecting, tracking and reporting systems; designs and maintains record keeping systems; uses complex computer software to produce documents.
5. Ensures the implementation of goals, objectives, policies, procedures and work standards for the operation of the section.
6. Keeps abreast of current issues and trends.
7. Designs and prepares departmental forms and operational manuals; prepares correspondence on procedural or informational matters.
8. Participates in the development and implementation of department programs, systems, procedures and methods of operations, including computer-based systems.
9. Fosters employee empowerment in the delivery of services.
10. Encourages employees to develop entrepreneurial and innovative ideas.
11. Has the ability and willingness to work cooperatively in a team environment with other City employees in the course of daily activities.
12. Responsible for carrying out the mission of the City and the department and adherence to the City and department's organization values.
13. Develops and maintains positive public relations with emphasis on customer service.

VI. Job Related and Essential Qualifications

- A. Knowledge of:**
- Generally accepted accounting principles.
Theories, principles, and practices of budgeting and finance.
Current information technology principles and applications for fiscal and financial systems.
Federal, State and local laws and regulations relating to fiscal management.
Budget preparation, program analysis, and revenue forecasting.
Principles of organization and management.
Statistical concepts and methods.
The concepts of word processing, micro-computer and mainframe computer applications.
Modern methods of records management.
Safe work practices and related regulations.
Principles of public speaking, conflict resolution and excellent customer service.

- B. Skill at:**
Coordinating multiple projects and meeting deadlines.
- C. Ability to:**
- Communicate clearly and concisely, both orally and in writing.
 - Develop record keeping systems and forms.
 - Perform professional, technical financial management analysis including the preparation of complex analytical reports and documents.
 - Interpret and apply accounting and financial management laws, rules, regulations, policies and guidelines.
 - Prepare complex and comprehensive fiscal analysis and reports.
 - Conduct revenue forecasting.
 - Develop logical, concise and clear reports and correspondence; use standard business English, spelling and punctuation.
 - Become cross trained in the activities and job duties of the Intermediate Account Clerks who process accounts payable, payroll and miscellaneous accounts receivable transactions.
 - Operate a typewriter, calculator and other common office machines; use computer word processing, database and spreadsheet software.
 - Evaluate alternative solutions and present recommendations.
 - Interact with the public effectively and courteously.
 - Establish and maintain cooperative and effective relationships with those contacted during the course of work.
 - Identify with management and City goals and objectives and understand and support City priorities and needs.
 - Meet the physical, mental and environmental demands of the job.
 - Follow oral and written directions.
 - Prepare reports and efficiently maintain accurate records.
 - Demonstrate continuing effectiveness in maintaining the knowledge and skills required of this position.
 - Keep abreast of new products, procedures, and changing technology relevant to this position.
 - Use initiative and exercise sound independent judgment.
 - Accept the input of supervisors and co-workers as well as provide input and be a genuine team player.
 - Maintain departmental records.
 - Recognize, prioritize and accomplish needed tasks.
 - Work independently in the absence of supervision.

VII. Physical Demands/Qualifications

1. Requires the ability to sit for long periods of time throughout the workday.
2. Manual dexterity and vision sufficient to operate a personal computer for long periods of time without experiencing abnormal hand, wrist or eye strain.
3. Hearing sufficient to understand conversations, both in person and on the telephone.

4. Periodically work outside of normal work hours.

VIII. Non-Physical Demands/Qualifications

1. Communicate information clearly and effectively on a number of different levels, both verbal and written.
2. Operate under deadlines.
3. Prioritize numerous tasks.
4. Demonstrate a high level of integrity as well as being highly organized and detail oriented.

IX. Environmental Conditions

1. Working conditions in the office are clean, well lit and free from extremes of temperature and humidity.
2. This classification is not assigned to work in the field.