



## Accountant

Department/Division:	Finance
Reports To:	Director of Finance and Finance Services Manager
Provides Direction To:	May provide technical direction to Accounting Technician, Accounting Clerks
Exemption Status:	Exempt
Date Prepared:	June 14, 2007

### GENERAL PURPOSE

Under general supervision, performs a variety of journey-level and advanced professional accounting functions; prepares complex accounting and financial reports related to revenues, expenditures and the Annual Budget; completes special accounting analyses; performs related work as assigned.

### ESSENTIAL FUNCTIONS

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.*

1. Prepares, records, and reviews monthly journal entries and transactions.
2. Produces and distributes monthly financial reports and supporting schedules related to revenues, expenditures, balance sheets, and trial balances.
3. Audits internal records and works with technical accounting staff to explain accounting procedures and check transactions for completeness, accuracy, and compliance with accounting standards.
4. Reviews and reconciles monthly bank statements and daily cash balances in operating accounts; researches accounting transactions given discrepancies.
5. Evaluates account and fund balances and makes internal transfers, as needed.
6. Executes City Council approved budget adjustments.
7. Assists staff and other departments in resolving technical accounting problems.

## **ESSENTIAL FUNCTIONS (continued)**

8. May assist in the administration of telecommunications network, including user adds, moves, and changes.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

Generally accepted accounting principles and practices; general accounting standards and reporting regulations; principles, practices and terminology associated with general fund and governmental accounting, including the preparation of financial statements, and internal controls; budgeting principles and terminology; operations and uses of integrated accounting software systems and spreadsheet applications.

### **Ability to:**

Operate computer hardware and calculator and standard office equipment; use integrated accounting, spreadsheet and database software; research and analyze accounting transactions; verify the accuracy of financial data and information; ensure proper authorization and documentation for disbursements; analyze, post, balance and reconcile complex financial data and accounts; exercise judgment in applying accounting standards; make accurate arithmetic calculations; prepare clear, concise and complete financial documents, statements and reports; organize and prioritize tasks to meet deadlines; establish and maintain effective working relationships with staff, supervisors, consultants, contractors, and others during the course of work.

### **Education/Training/Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a Bachelor's degree in accounting, finance, or a closely related field; or an equivalent combination of training and experience. Four or more years of varied professional and technical accounting experience, preferably involving local government finance.

## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee uses finger dexterity in order to operate computer hardware for extended periods of time. The employee is required to constantly sit and occasionally walk and stand to access counters, work areas and files; stoop, kneel, or crouch to access or place records or files; lift and carry records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, the employee must be able to use written and oral communication skills; read and interpret data, information and documents; interpret policies and procedures; use math and mathematical reasoning; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City staff, vendors and contractors, and the general public.

## **WORK ENVIRONMENT**

The employee typically works in office conditions; the noise level is frequently quiet or moderately quiet.