

ACCOUNTANT I

GENERAL PURPOSE

Accountant I is an entry-level, professional accounting position. Under general supervision, performs professional accounting work in compliance with Generally Accepted Accounting Principles (GAAP) in the maintenance of the financial record system of the City; prepares and analyzes complete financial statements, and performs related work as required.

SUPERVISION RECEIVED

Works under the supervision of the Supervising Accountant.

SUPERVISION EXERCISED – None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs complex numerical analyses, including interfund analyses and account reconciliations.

Performs basic accounting functions relevant to a municipality including: understanding fund accounting, make journal entries, understanding the general ledger and various subsidiary ledgers.

Understands and administers to a city budget, including: making journal entries; understanding the mechanisms involved in making appropriations and encumbrances; and understanding the relationship of revenues to expenditures in the budgetary process.

Prepares letters and staff reports.

Reviews and analyzes financial records for completeness and accuracy

Assists in the maintenance of the accounting system.

Prepares adjusting journal entries, trial balances, fiscal and statistical reports.

Assists in the annual closing of the fiscal records

Aids in the maintenance of a perpetual inventory of fixed assets and in the periodic physical verification of the equipment recorded therein.

Prepares monthly reconciliations to the general ledger

Acts as primary back-up for the Payroll Technician and prepares PERS reports.

Assists in the preparation of annual state reports, questionnaires, and other related documents.

Prepares audit work papers, statistical data and assists the auditors in their annual review of the accounting records.

Consults with and assists subordinate personnel on difficult assignments.

Maintains detailed records of special assessment districts and housing loans.

Assists the Finance Director in the analysis of the activities of the Redevelopment Agency.

Performs related duties as required.

MINIMUM QUALIFICATIONS**Education and Experience:**

Graduation from an accredited college with a degree in accounting or closely related field, which must include twelve (12) semester units in accounting subjects.

Necessary Knowledge, Skills and Abilities:

Knowledge of: Generally Accepted Accounting Principles (GAAP); general principles of auditing; a familiarity with data processing principles and applications.

Ability to: Interpret accounting and other financial reports; prepare clear and accurate financial statements and reports; make sound decisions and recommendations regarding matters of a technical nature in financial records maintenance; establish and maintain cooperative working relationships with others

TOOLS AND EQUIPMENT USED

Personal computer, including spreadsheet and word processing software; central financial computer system; telephone; 10-key calculator; typewriter; copy machine, fax.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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 position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.