



JOB DESCRIPTION

ACCOUNTANT

Range 26 - \$50,432.31 – 64,365.82 Annually
\$24.25 - \$30.95 Hourly

DEPARTMENT: FINANCE

FLSA STATUS: EXEMPT

POSITION STATUS: REGULAR FULL-TIME

**REPORTS TO: GENERAL SERVICES
DIRECTOR**

DEFINITION: Under general direction, performs a variety of accounting duties associated with providing technical, analytical and professional support to the General Services Director and City Manager

ESSENTIAL JOB FUNCTIONS

1. Provides technical assistance to payroll, accounts payable, cash receipting and other accounting areas as needed;
2. Performs and coordinates the monthly close of the City's books and records, as well as prepares and compiles information for ongoing required reporting;
3. Performs a variety of functions related to investments, bank reconciliations, and cash with fiscal agent accounts;
4. Prepares a variety of journal entries;
5. Performs a variety of calculations and account reconciliations;
6. Assists with a variety of processes including budget preparation and the annual audit by preparing various account analysis and spreadsheets.
7. Responsibility for the City business licensing program and related databases; take related calls, receive applications and fees, and applications to other departments for approval. Coordinate the related fire inspection program.
8. Assists with seeking grant opportunities and preparing grant applications in an effort to enhance the City's financial resources and programs; assist in the preparation and monitoring of assigned grant budgets; recommend expenditure requests for designated accounts; monitor approved budget accounts; forecast funds needed for equipment, materials, and supplies; select subcontracts; write reports to grant agencies and submit requests for reimbursement; assist in implementing budgetary adjustments to grants as necessary.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of financial, statistical, and administrative data collection and report preparation.
- Principles and practices of governmental operations.
- Principles and practices of budget and grant administration.
- English usage, spelling, grammar and punctuation.
- Modern office practices and procedures.
- Computers and related equipment; software including word processing, spreadsheets and data applications at an advanced level.



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- Principles and procedures of record keeping.
- Principles of business letter writing.
- Business mathematics.
- Pertinent Federal, State, and local laws, codes, and regulations.

Ability to:

- Understand the organization and operation of the City and of outside agencies as necessary to perform assigned responsibilities.
- Interpret and apply City administrative and departmental policies and procedures.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Communicate clearly and concisely, both orally and in writing.
- Analyze situations carefully and adopt/recommend effective courses of action.
- Prepare clear and concise financial and administrative reports.
- Operate computers and related equipment; utilize software including word processing, spreadsheets and data applications at an advanced level.
- Independently prepare correspondence and memoranda.
- Organize, direct, and evaluate the work of assigned staff
- Manage and adhere to budgetary and grant related criteria and guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Education:

Any combination of experience and training that would likely provide the required knowledge, skills and abilities necessary for satisfactory job performance is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience – Two years of increasingly responsible administrative experience, preferably within municipal government or similar public agency setting, and Governmental accounting experience/knowledge highly desirable.

Education – Bachelor's degree from an accredited college or university in Business, Finance, Accounting, Public Administration or a related field.

Special Requirements:

Possession of a valid California Class C driver's license and good driving record.

Physical Requirements and Environmental Conditions:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis. There is frequent need to sit, stand, stoop, walk, and perform other similar actions during the course of the workday. Incumbents require sufficient mobility to work in an office setting and operate office equipment, transport materials and supplies weighing up to 10 pounds, and to travel to various locations; must be able to see in the normal visual range with or without correction with vision



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sufficient to read small print, computer screens and other printed documents; and must be able to hear in the normal audio range with or without correction.

This job specification should not be interpreted as all-inclusive. It is intended to identify essential functions and requirements of the job. Not all incumbents may perform all duties at all times. However, incumbents must be able to perform essential duties, with or without accommodation for disability at any time while holding this position.

03/21/2016