



Accountant

Department/Division:	Finance
Reports To:	Senior Accountant
Provides Direction To:	Account Clerk; Account Technician
Exemption Status:	Non-Exempt
Date Revised:	March 20, 2007
Pre-employment Drug Test Required:	NO

DEFINITION

Under general supervision, performs professional accounting work involved in the preparation and maintenance of various financial records; performs duties as required.

CLASS CHARACTERISTICS

This classification is distinguished from the Senior Accountant by the latter's responsibility for assignments involving all accounting systems and for lead supervision of professional accounting personnel.

ESSENTIAL FUNCTIONS

The duties listed below are examples of the work typically performed by the employee of this class. An employee may not be assigned duties may be listed and may be assigned duties which are not listed below. Marginal duties (shown in italics) are those that are least likely to be essential functions for any single position in this class.

1. Audits and/or balances records of various financial transactions; posts to and balances accounts and prepares correcting entries; audits and processes payments for various contracts and miscellaneous expenses.
2. Depending upon, assignment, prepares a variety of financial reports, work papers, summaries and statements for required financial reporting or for internal accounting.
3. Depending up assignment, controls budgets for various City departments and projects determining if funds are available and expenditures are properly classified; performs research and analysis of transactions to identify and resolve budgetary problems.
4. Provides analysis of available funds upon management request; prepares fund balance projections and reviews with operating departments.
5. Monitors and reports on the status of state and federal grants; reviews and audits grant contracts, amendments and other documents to ensure grant compliance; monitors and maintains records on City fixed assets.

ESSENTIAL FUNCTIONS (continued)

6. Assists in development and preparation of the City annual budget.
7. Provides assistance to lower level accounting personnel in accounts payable, receivable, and payroll functions.

EMPLOYMENT STANDARDS

Education and/or Experience:

Graduation from an accredited college with a Bachelor's degree in accounting or business administration; and two years of professional experience accounting, preferably with a public agency or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge, Skills, and Abilities:

Knowledge of principles and practices of accounting and auditing; governmental accounting and budgeting; general office procedures. Ability to apply and adapt established accounting principles and procedures to a variety of municipal accounting work; identify accounting problems and suggest solutions; interpret and apply related regulations and guidelines; analyze data and draw logical conclusions; prepare and maintain accurate accounting analyses, reports and records; communicate effectively both orally and in writing; establish and maintain cooperative working relationships.

Special Requirements:

None.

PHYSICAL DEMANDS

Sitting for long periods. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of items weighing up to twenty-five pounds such as files, stacks of paper, reference and other materials. Moving from place to place within the office; some reaching for items above and below desk level. Strength dexterity, coordination and vision to use keyboard and video display terminal for prolonged periods.

WORKING CONDITIONS

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Video terminal is used on a daily basis.