



May 2013
FLSA: NON-EXEMPT

ACCOUNTANT

DEFINITION

Under general supervision, performs professional accounting work, including auditing, analyzing, and verifying fiscal records and reports, preparing financial and statistical reports, providing information to City staff regarding accounting practices and procedures, and reconciling general ledger accounts; assists in preparing year-end audit reports; process City-wide payroll, including preparing and reconciling financial, accounting, and tax records and reports; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Financial Services Manager. May provide technical direction and training to departmental support staff.

CLASS CHARACTERISTICS

This is a professional-level class in the Administrative Services Department. Incumbents perform the full range of routine and complex departmental accounting and record-keeping programs under only minimal supervision. Responsibilities require the use of tact, discretion, and independent judgment. Successful performance of the work requires thorough knowledge of governmental accounting practices and procedures, and fund accounting. This class is distinguished from the Financial Services Manager in that the latter is responsible for more complex and higher-level accounting functions and exercises a higher level of discretion and independent decision-making.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Processes bi-weekly payroll; receives and audits timesheets, enters timesheet data to payroll system; run reports to review information entered, prints and distributes payroll checks, direct deposit vouchers, and BART tickets. Sends direct deposit information and Positive Pay information to the bank, makes bank transfers for payroll expenditures biweekly. Answers payroll related questions from employees.
- Reconciles payroll expenditures to General Ledger quarterly; prepares and submits Federal and State bi-weekly payroll taxes; prepares quarterly Federal and State tax reports and returns; prepares annual W-2 statements for employees.
- Processes personnel transactions making appropriate adjustments/changes in the payroll system.
- Prepares reports and payments for employee 457 and 401(a) retirement benefit plans on a bi-weekly basis; reconciles pension plan fund statements on a quarterly basis.
- Reconciles City's General checking account and LAIF account; reconciles bank statements to the general ledger.
- Prepares journal entries and reconciles general ledger and subsidiary accounts related to postings from payroll, accounts payable, cash receipts, and accounts receivables.

- Prepares and sends monthly billing of Planning Accounts to applicants. Monthly reconciliation of planning accounts to the general ledger
- Assists in the annual audits by providing support and documentation for auditors request for information including; fixed assets spreadsheet, vacation/sick time accrual spreadsheet and interest spreadsheet.
- Maintains Revenue Binder and petty cash; reconciles with the General Ledger.
- Trains new employees in the areas of accounts payable, receivable, and payroll and can serve as back up to accounts payable if needed.
- Attends meetings, conferences, workshops, and training sessions as needed.
- Prepares and submits annual SCO request for employees' wage information.
- Prepares and submits Public Records Act request including annual request from newspaper for employees' wage information.
- Assist Financial Services Manager as needed.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices, and methods of public and governmental accounting and financing, including program budgeting and auditing and their application to municipal operations.
- General principles and practices of data processing and its applicability to accounting and municipal operations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to municipal financial operations.
- Principles and practices of business organization and public administration.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to work, including word processing and spreadsheet software.
- English usage, grammar, spelling, vocabulary and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Prepare clear, complete, and concise reports.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws and regulations.
- Make accurate arithmetic, financial and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Prepare clear, complete and concise financial statements and reports.
- Establish and maintain a variety of filing, record-keeping and tracking systems.
- Understand and carry out a variety of complex instructions in a responsible and independent manner.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone and in writing.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business or public administration, or a closely related field and three (3) years of responsible professional public accounting experience.

License: None

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include evenings, and/or weekends; ability to pass a comprehensive background check.