



## ACCOUNTANT

### **Definition:**

Under general direction of the Financial Services Manager, performs a variety of routine clerical accounting functions supporting the reconciliation of daily cash entries for the City and all related cash entries to the general ledger; prepares, processes, maintains, and verifies financial and accounting documents and records; and performs customer service-related duties as assigned.

### **Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Prepares and processes routine journal entries.
2. Performs check and balance for departmental accounting reports and submissions.
3. Verifies, balances, and summarizes daily cash transactions.
4. Prepares financial, statistical, or operational reports as assigned.
5. Files documents and records and maintains a tracking system for quick data retrieval.
6. Maintains a petty cash account, and processes requests for replenishment.
7. Provides departmental administrative support services as needed, including answering phone calls and assisting at public counter.
8. Updates the financial system and provides information regarding expenditures and revenue receipts.
9. Initiates stop payments and special reports from the banking institution.
10. Makes recommendations for process improvement.
11. Enters daily cash receipts, noting any discrepancies, and prepares daily bank deposits.
12. Assists with the month-end close process.
13. Performs related duties as required.

### **Minimum Knowledge, Skill and Ability:**

#### **Knowledge of:**

- Methods, techniques, industry standard practices, and City procedures governing cash processing and financial transactions.
- Basic methods, practices, and terminology used in financial record keeping.
- Principles and practices of bookkeeping, accounting, budgeting, and other related financial areas.
- Relevant mathematical principles and functions and professional writing techniques.
- Principles and practices of bookkeeping, finance, and accounting.
- Principles and practices of fiscal, statistical, and administrative research, data analysis, and report preparation.

- Office procedures, methods, and equipment, including computers and applicable software applications, such as word processing, spreadsheets, and databases.
- Functions, policies, and procedures of relevant departments and/or operations.
- English usage, spelling, grammar, and punctuation.

**Skill and Ability to:**

- Prepare clear, concise, and comprehensive financial reports, transactions, and written materials.
- Make routine calculations and tabulations and review relevant documents accurately and rapidly.
- Plan, organize, prioritize, and perform duties as assigned with minimal supervision.
- Operate standard office equipment, a personal computer, and relevant software in a Mac environment.
- Interpret and apply department policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Research and compile information.
- Maintain extensive records.
- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Successfully adapt in a high-volume, fast-paced working atmosphere with multiple activities.

**Training and Experience:**

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be a Bachelor's degree from an accredited college or university with major course work in finance, accounting, business administration, or related field, and three years of progressively responsible finance and accounting experience. Municipal experience preferred.

**Licenses and Certificates:**

Possession of a valid California driver's license is required by the date of hire.

**Physical Requirements and Working Conditions:**

- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Performs lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Subject to inside environmental conditions.
- May be required to work at a computer for prolonged periods.
- May be required to use personal vehicle in the course of employment.