

## ACCOUNTANT I & II

### **DEFINITION**

Under general supervision or direction, performs a variety of professional accounting duties that involve the application of judgment and discretion in the analysis and application of accounting principles and practices in maintaining fiscal controls and records, preparing transactions, and initiating reports; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

**Accountant I:** Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to Accounting Technician staff.

**Accountant II:** Receives limited direction from assigned supervisory or management personnel. This classification requires the use of considerable independence, initiative, and discretion within established guidelines.

### **CLASS CHARACTERISTICS**

This is the fully qualified journey-level classification. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **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 qualified employees can perform the essential functions of the job.*

- Reviews accounting and financial documents to ensure accuracy of information and calculations and makes correcting entries.
- Examines supporting documentation to establish proper authorization and conformance with agreements, contracts, and state and federal regulations.
- Monitors activities of the Accounting Technician work; performing a significant amount of transactional duties within the Accounting Technician series, providing backup and training.
- Prepares trial balances, journal entries and reconciliations of the general ledger, journals, subsidiary accounts and cash statements.
- Prepares and coordinates budget appropriation transfers.
- Prepare various Federal/State regulatory reports, including yearend tax reporting.
- Participates in the development of policies and procedures for departmental programs; recommends and implements policies and procedures including standard operating procedures.
- Participates in various departmental programs including financial statements, general ledger, monthly statements, and special projects accounting; conducts and prepares special studies and reports.
- Provides technical support to outside auditors and governmental program auditors.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in the field of accounting.

- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, and methods of public and governmental accounting and finance, including program budgeting, general accounting, 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 assigned area of responsibility. principles and practices.
- Principle and practices of financial reporting including statements and periodic comprehensive financial reports.
- Principles and practices of fund accounting and record keeping.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Review, analyze, record, and document a diverse range of financial transactions.
- Review and verify the accuracy of financial data.
- Analyze, post, balance, and reconcile financial ledgers, reports, and accounts.
- Ensure proper authorization and documentation for disbursements and other financial transactions.
- Audit, and reconcile accounts and statements.
- Analyze financial data and draw sound conclusions.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Provide training and development opportunities, ensure work is performed effectively in an objective and positive manner.
- Prepare clear, complete, and concise financial reports.
- Make accurate arithmetic, financial, and statistical computations.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate

English grammar and syntax.

- 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:*

Accountant I: Equivalent to an associate degree with major coursework in accounting, finance, or closely related field. Two years of fiscal support experience at a level equivalent to Accounting Technician. A bachelor's degree from an accredited four-year college or university with major coursework in accounting, finance, or a closely related field can be substituted for two years of experience.

Accountant II: 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 a bachelor's degree from an accredited four-year college or university with major coursework in accounting, finance, or a closely related field and five years of progressively responsible professional accounting and/or auditing experience.

### Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License.

### **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 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 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.