

ACCOUNTANT

DEFINITION

Under direction, to perform a variety of difficult professional accounting work in the City's Finance and Services Department; to perform bank reconciliations for various accounts; to research financial information and prepare reports; to retrieve requested financial information; and to perform related work as required.

EXAMPLES OF DUTIES

Performs a variety of difficult professional accounting work in the City's Finance and Services Department; maintains the City's general ledger system and supporting journals; reconciles monthly bank statements with ledger accounts, identifying and resolving discrepancies; prepares special and regular fiscal reports and statements for City management and other City staff; researches special financial information for the resolving of financial problems; retrieves financial data as directed; may provide general assistance in the budget development and administration processes; maintains and updates monthly cash receipt comparisons for other City staff; insures full completion and analysis of journal entries for the City's Special Districts; prepares year-end sales tax calculation; performs annual closing of ledgers and required reconciliations; may provide some training in accounting principles and techniques for technical and office support staff; coordinates assigned accounting activities with requisite data processing system entry and reporting; provides financial information for other City staff; may represent assigned areas of Department functions with citizens, community organizations, and other government agencies as delegated.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern principles, practices, and techniques of financial administration, accounting, auditing, and financial recordkeeping.
- Applicable codes, regulations, ordinances, and affecting City finance functions.
- Financial analysis and research.
- Financial statement preparation and financial reporting.
- Financial budgets and concepts.

and

ACCOUNTANT

EMPLOYMENT STANDARDS - (cont.)

Ability to:

- Perform a wide variety of professional accounting and ledger assignments.
- Analyze and evaluate accounting and ledger problems, researching and gathering appropriate data to resolve problems.
- Insure the accuracy of postings to accounting journals and ledgers.
- Prepare financial reports and statements.
- Research, collect, and analyze information related to finance and accounts.
- Provide information to others concerning financial and accounting records.
- Provide training for technical and office support personnel.
- Effectively represent the accounting functions of the Department with concerned individuals, community organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited "four" year college or university with major course work in finance, accounting, or closely related field.

Work Background: Three years of progressively responsible varied professional experience in accounting and data processing. Municipal experience is highly desirable.

August 1992