

**ADMINISTRATIVE SERVICES DEPARTMENT
FINANCE DIVISION
ACCOUNTANT II**

GENERAL DUTIES: Under general supervision of the Accounting Supervisor, perform professional accounting work in the establishment, maintenance, and analysis of financial accounts and records; prepare a variety of financial and statistical reports; and perform related work as required. Accountant II is the journey-level classification in the Accountant series fully qualified and capable of independently performing the full range of accounting duties and can successfully complete more complex work and projects. Incumbents in this classification may provide training and guidance to less experienced employees.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Open, maintain, balance, adjust, and close accounting records; prepare, post, balance, and audit journal entries to properly record transactions in compliance with generally accepted accounting principles and City policies and procedures.
2. Perform account analysis and reconciliations; research transactions to resolve problems and ensure accuracy and appropriateness.
3. Maintain investment and debt service portfolio; study cash flow and determine funds available for investment purposes; prepare activity summaries and reports.

4. Monitor and audit payroll processing and serve as a technical resource to the payroll process; prepare periodic payroll-related reports.
5. Prepare financial statements and reports for Federal, State and other regulatory agencies and for internal accounting purposes.
6. Assist in budget preparation and monitoring for various City departments, projects and grants; provide analysis of available funds and monitor expenditures for authorization and proper classification.
7. Assist in the planning and coordination of annual audit activities; develop and prepare financial and statistical reports, schedules, and workpapers.
8. Establish and maintain detailed accounts relating to assessment districts, bond issues, and bond servicing.
9. Assist in the maintenance, operation and enhancement of the City's computerized accounting system.
10. May perform special studies of financial activities as assigned.
11. Perform other related work as assigned.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS: Skill in:

1. Correctly interpreting and applying applicable principles, standards, regulations and requirements to financial activities.
2. Establishing and maintaining accurate financial records and preparing clear, accurate, and comprehensive financial statements and reports.
3. Evaluating data and information for accuracy and compliance with procedures and controls, and identifying and resolving discrepancies.
4. Working independently and using sound judgment within the framework of laws, policies, procedures and guidelines.
5. Effectively utilizing computerized accounting applications and operating standard office equipment with speed and accuracy.
6. Establishing and maintaining effective working relationships with those contacted in the course of the work.

KNOWLEDGE: Knowledge of:

1. Generally accepted accounting principles, including governmental accounting, auditing and financial reporting.
2. Laws, regulations, and requirements affecting the financial operations of a municipality.
3. Computerized accounting systems and applications.
4. General office practices, procedures, methods and equipment.
5. General customer service principles and practices.

ABILITIES: Ability to:

1. Accept supervision and work cooperatively as a team member with co-workers and others.
2. Schedule and prioritize tasks, and carryout work assignments.
3. Provide guidance and assistance to less experienced employees as directed.
4. Establish and maintain effective working relationships with supervisor, co-workers, other departments, outside agencies, and the general public.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field conditions, environments include the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone or headset
4. Copier
5. Calculator
6. 10-key adding machine
7. Facsimile machine
8. Typewriter
9. Postage meter and scale
10. Optical character reader
11. Lettering machine
12. Two-way radio
13. Microfiche reader
14. Polaroid camera
15. Digital camera
16. Paper shredder
17. Paper cutter
18. Specialized computer software
19. Automobile

PHYSICAL DEMANDS:

Under typical office and field conditions, employee will perform the following physical activities which include handling files, books, binders, and sometimes boxes of work-related material:

1. Sitting, for prolonged periods of time while working at a computer or attending meetings.
2. Walking
3. Standing
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying
9. Pushing/pulling, boxes of documents, up to 25 lbs.
10. Lifting up to 25 lbs.
11. Driving
12. Speed in meeting deadlines and using office equipment.

SENSORY DEMANDS:

Under typical office conditions, employee utilizes these senses while using a computer, typewriter, telephone, fax machine, copier, adding machine, postage meter, paper shredder, camera or radio:

1. Seeing
2. Speaking
3. Hearing
4. Touching

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, almost 100% of the time.
2. Flooring: Low level carpeting, linoleum, tile floors and some exposure to asphalt.
3. Noise Level: Conducive to office settings with phones, copiers, faxes, radios and typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Travel: Under varying conditions, in an automobile or plane, less than 5% of the time.
2. Lighting: Normal outdoor conditions, with possible exposure to extreme weather conditions.
3. Ventilation: Heating and air conditioning provide by automobile or plane.

HAZARDS:

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, radio, paper shredder, or paper cutter.

ATMOSPHERIC CONDITIONS:

Minimal exposure to fumes occurs in a typical office environment. Typical exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. A bachelor's degree (four-year degree) from an accredited college or university in accounting, finance, or closely related field of study.
2. Two years of professional accounting experience in a municipality or other similar setting.
3. Demonstrated ability to perform journey-level, professional accounting work, including the successful completion of complex projects and reports.
4. Strong job performance record at the Accountant I or other similar level.
5. Strong computer skills with proficiency utilizing programs such as Microsoft Word and Excel.
6. Strong 10-key skills.
7. Must possess and maintain a valid California Driver License and have a safe driving record necessary to operate assigned vehicle(s).
8. Pass a post-offer medical examination, which includes a drug test.
9. Must pass a Department of Justice criminal record check for employment.
10. Prefer non-tobacco user.