



**JULY 2015**  
**FLSA: NON-EXEMPT**

## **ACCOUNTANT**

### **DEFINITION**

Under direct or general supervision, performs professional accounting duties in the preparation of financial reports and/or statements; develops accounting systems and analyzes financial records; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision from the Administrative Services Director. May exercise technical and functional direction over and provide training to less experienced staff.

### **CLASS CHARACTERISTICS**

This class is characterized by the responsibility to apply professional accounting principles to facilitate fiscal control, perform fiscal analyses and/or establish fiscal accounting systems. Under supervision of the Administrative Services Director, incumbents may be assigned systems accounting work which requires the application of accounting principles and broad knowledge of accounting practices as well as analysis, evaluation and interpretation of laws, regulations and financial transactions.

### **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.*

#### **When performing all assignments:**

- Prepares a variety of detailed, factual and analytical accounting, statistical and or/narrative financial statements or reports which require analysis and interpretation of fiscal data for use by a department, auditors, and/or other agencies.
- Verifies posts and records a variety of financial transactions; prepares and maintains databases, records, and a variety of periodic and special financial, accounting and statistical reports; generates reports by computer and balances them appropriately.
- Enters and retrieves information and data using standard word processing and spreadsheet software, as well as accounting, financial, and other related electronic information systems specific to the department to which assigned.
- Maintains a variety of ledgers, registers, and journals according to established account policies and procedures; reconciles transactions and data as directed; records changes and resolves differences; maintains the accuracy of accounting and financial records.
- Generates and assists in the preparation of monthly, quarterly, and year-end financial, summary and technical reports.
- Examines, analyzes and verifies fiscal documents to ensure adherence to established controls.
- Assists in the preparation and maintenance of annual budgets; assembles and analyzes cost accounting records and other supporting technical and statistical data; makes complex or difficult adjusting entries and transfers of appropriations; reviews budget information with appropriate staff.
- May provide direction and training to lower-level or less experienced staff in area of assignment.

- Audits disbursements of funds through the accounts payable system.
- Assists with the year-end closing process.
- Assists supervisor(s) with special projects as required.
- Reviews bi-monthly payroll and accounts payable transactions for accuracy and conformance to State, Federal and Memoranda of Understanding legal requirements.
- Performs the reconciliation of City bank accounts on a monthly basis.
- Processes and maintains citywide developer deposit accounts on a regular and timely basis and reports any negative balances to the appropriate developer and appropriate department for resolution.
- Performs and maintains the City fixed asset system.
- Provides support in maintaining and insuring citywide adherence to internal control procedures and accounting standards.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Accepted general and governmental accounting principles, including financial statement preparation and methods of financial control and reporting.
- Cost accounting principles and systems.
- Laws, rules and regulations applicable to local government financial operations.
- Modern office practices, methods, and computer equipment and computer 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 and City staff.

### **Ability to:**

- Perform detailed account and financial office support work accurately and in a timely manner.
- Interpret, apply, explain and comply with laws, regulations, and policies governing fiscal operations.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Prepare budgets, funding proposals and narrative statistical reports.
- Prepare clear, concise and comprehensive financial statements, reports and written materials.
- 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 a Bachelor's degree from an accredited four year college or university with major course work in accounting, finance, business administration or a related field and four (4) year of responsible experience governmental accounting entity.

### **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 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.

### **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.

*The City of Calistoga is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calistoga will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*