

ACCOUNTANT I/II

DEFINITION

Performs a variety of professional level accounting, auditing, and fiscal analysis duties involved in the reporting of financial transactions involved in City operations, programs, and services; and the preparation, maintenance, analysis and verification of the City' fiscal and budget records; performs directly related work as required. Work is performed under the general supervision and direction of the Finance Director

DISTINGUISHING CHARACTERISTICS

Accountant I

Working under close supervision, Accountant I is the entry/trainee level in the Accountant series. Employees in at this level perform the less difficult and more routine professional accounting, auditing and/or fiscal analysis in the establishment and maintenance of accounts and records while learning specialized agency activities, systems, and fiscal control activities. As requisite skills and knowledge are developed, greater independence and full scope of responsibility is exercised. Some positions may be permanently allocated at Level I due to the nature of the work. Incumbents are expected to promote to Accountant II after one year of satisfactory performance at the trainee level.

Accountant II

Working under general direction, Accountant II is the journey level in the Accountant series. Employees at this level are expected to be fully qualified to perform professional accounting, auditing, and/or fiscal analysis, direct a variety of complex accounting and related business management work, and have substantial accounting and auditing knowledge and background. Incumbents at level II may also assist with control of the department's budget, and assist the Finance Director with assigned responsibility for a special fiscal area such as fiscal monitoring for a department that has complex financial reporting requirements. Positions in this class are flexibly staffed and are normally filled by advancement from the lower level of Accountant I, or if filled from the outside, require prior related experience.

EXAMPLES OF DUTIES (Illustrative Only)

Duties may include, but are not limited to, the following. For Accountant I, duties are performed at the trainee level:

- Prepares accounting and other financial reports mandated by Federal, State, and local agencies and City management;
- Prepares other financial studies, prepares and posts journal entries. reports, and statements as needed;

- Participates in the development of the annual budget, including assisting other departments with budget preparation, providing personnel cost projections, providing estimated revenues and expenditure amounts monitoring expenditures to ensure compliance with adopted budget, and assisting in publication of budget;
- Maintains, reviews, and reconciles general ledgers, reports, and account records to ensure accuracy of entries, and makes correcting entries as required;
- Maintains the Finance Department's records, and coordinates records destruction and/or storage;
- Provides technical assistance and training to staff in matters relating to accounting, payroll, and budget administration to ensure the financial integrity of City financial records, including coordinating and educating staff in record keeping requirements, reviewing payroll system activities, and providing assistance in budget administration during fiscal year;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings and conferences including representing higher level staff as needed;
- Attends workshops and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with city staff to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Thorough Knowledge of

- Generally accepted governmental accounting principles and procedures;
- Budgeting, financial auditing, and financial management systems;
- Laws regulating public finance and fiscal operations;
- Financial research and report preparation methods and techniques.

Ability to

- Demonstrate critical thinking and analysis;
- Develop and implement accounting system modifications;
- Analyze and interpret financial and accounting records;
- Prepare a variety of complex financial statements, reports, and analyses;
- Apply Federal, State, and local laws and regulations pertaining to accounting and auditing work;

- Examine and verify the accuracy of a wide variety of financial documents and reports;
- Communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Understand and follow oral and/or written policies, procedures, and instructions;
- Prepare and present accurate and reliable reports containing findings and recommendations;
- Operate a personal computer and other current technology using standard or customized software applications appropriate to assigned tasks;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Education and Experience:

Accountant I

-Either-

1. A Bachelor's degree from an accredited college or university with major course work in accounting, finance, or a closely related field. Successful completion of the Certified Public Accountant exam may be substituted for the required education.

-Or-

2. Successful completion of sixty (60) semester or ninety (90) quarter college units from an accredited college or university, including fifteen (15) semester or twenty-two (22) quarter units in accounting;

-And-

Two years of fulltime paraprofessional accounting experience.

Accountant II

-Either-

1. One to three years of experience as an Accountant I in the City of Rio Dell or other municipal corporation.

-Or-

2. A Bachelor's degree from an accredited college or university with major course work in accounting, finance, or a closely related field;

-And-

One year of increasingly responsible professional-level accounting experience.

Successful completion of the Certified Public Accountant exam may be substituted for the required education.

Note: A combination of education and experience equivalent to those listed above may be considered as qualifying.

Other Requirements:

- Valid Class C California State Driver's license.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment.