

## ACCOUNTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under direction, performs a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, and reports; maintains the accuracy of the City's ledgers and subsidiary financial systems; assists in the preparation of assigned budgets, annual audit, and year end closing; and provides highly responsible staff assistance to assigned management staff.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Perform a variety of professional accounting functions supporting City-wide operations; maintain accuracy of general, revenue, and expenditure ledgers and subsidiary financial systems.
2. Reconcile financial ledgers and records; prepare financial statements and reports, general and subsidiary ledgers and supporting schedules; research and resolve discrepancies.
3. Review and audit all accounts payable, purchase orders, cash receipts, business licenses, payroll, utility billing, and other accounting records and transactions; ensure money is posted to correct accounts and that all accounts balance.
4. Provide assistance in the development of the annual budget; assist in the review and validation of the annual City budget; create a variety of spreadsheets, documents, and graphs; assist in preparing the final budget document for approval by City Council.
5. Prepare bank reconciliations and related journal entries for a variety of accounts.
6. Prepare a variety of monthly, periodic, and annual financial and statistical reports and account summaries; prepare treasurer reports; prepare and file annual State Controllers Report.
7. Assist in preparation of year end closings and accompanying financial reports.
8. Perform grant accounting work related to federal, state or grant agency funding; maintain records for audit purposes.
9. Maintain and track fixed asset inventory control records for the City.
10. Participate in the year-end audit; compile and prepare supporting schedules, work papers, and financial reports as requested by auditors.
11. Prepare property tax remittances for payment.
12. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve issues in an efficient and timely manner.

**CITY OF CERES**  
**Accountant (Continued)**

13. Provide responsible staff assistance to management staff; perform special department projects as assigned.
14. Serve as department liaison to various City committees as necessary.
15. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations, services and activities of a general accounting program.
- Principles and practices of accounting and auditing including general ledger, debit, credit, journal entries and audit procedures.
- Principles and practices of governmental accounting.
- Computerized accounting and financial systems.
- Methods and techniques of analyzing general ledgers and preparing journal entries.
- Generally Accepted Accounting Principles.
- Principles of municipal budget preparation and control.
- Methods and techniques of preparing financial reports and statements.
- Principles and practices of financial record keeping and reporting.
- Principles of business letter writing and report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state and local codes, laws and regulations.

**Ability to:**

- Perform a variety of professional accounting and financial analysis functions.
- Complete detailed accounting transactions.
- Reconcile and adjust financial statements with the general ledger.
- Prepare and maintain accurate financial statements, records and reports.
- Perform mathematical calculations with speed and accuracy.
- Participate in budget development.
- Operate a variety of office equipment including a computer and associated word processing and spreadsheet applications.
- Analyze complex financial transactions and formulas.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Interpret and apply applicable federal, state and local laws, codes and regulations.
- Maintain efficient and effective financial systems and procedures.
- Examine and verify financial documents and reports.
- Work independently in the absence of supervision.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

