



Job Description

Title: Accountant I	FLSA Status: Exempt	Created:
Supervisor: Assigned Staff	Supervises: N/A	Revised: 8/31/22
Job Family: Finance	Bargaining Unit: Management/Conf	Approved: 9/6/22

JOB SUMMARY:

Under the direction of the assigned staff perform professional accounting, budgetary, and payroll work involved in establishing, analyzing, updating, auditing, reconciling and maintaining financial records in support of the City’s payroll, accounting and budgeting systems; provide administrative support in the review, analysis and development of designated budgets and accounts; prepare and audit a variety of financial, statistical and budgetary reports, statements and records.

DISTINGUISHING CHARACTERISTICS:

The Accountant I classification is the entry-level position in the series. Incumbents work under close supervision and perform professional-level accounting duties for the Finance department. The Accountant II classification is the experienced-level position in the series. Incumbents work independently, perform complex and technical accounting duties and fiscal support for the department. Incumbents are expected to have thorough knowledge of governmental accounting systems and procedures. Incumbents also provide training and supervision to assigned department staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of specialized and complex payroll accounting duties to assure designated employees are paid in an accurate and timely manner; process organizational payroll; receive and audit time cards for designated employees; calculate and input salary adjustments and overtime pay as needed; verify proper authorizing signatures, coding, calculations and accuracy of payroll adjustments; investigate and resolve retroactive and other payroll discrepancies; process, evaluate and assure accuracy of a variety of payroll-related forms and applications; process tax payments, quarterlies, W2’s and related payroll documents.
- Perform professional accounting and budgetary work involved in establishing, analyzing, updating, auditing, reconciling and maintaining financial records in support of the City’s accounting and budgeting systems; assist in ensuring financial activity of assigned accounts complies with applicable laws, codes, rules, regulations, policies and procedures.
- Provide administrative support in the review, analysis and development of designated budgets and accounts; monitor, evaluate and reconcile accounts related to assigned funds and budgets; prepare income and expenditure projections to assist with budget preparation as directed; analyze program and project costs and provide recommendations concerning budgetary allocations as assigned.
- Prepare and audit a variety of financial, statistical and budgetary reports, statements and records related to income, expenditures, reconciliations, budgets and assigned accounting functions; review and analyze financial statements, records and reports to ensure accuracy, completeness and compliance with established guidelines, procedures and Generally Accepted Accounting Principles.
- Calculate, post, audit and adjust journal entries; update accounts to reflect revenue and expenditures; audit accounts for errors and make appropriate adjustments; reconcile various fiscal statements to ensure accurate fund accounting; ensure financial statements and cash amounts match organizational records as assigned; initiate account transfers and other transactions as needed.
- Serve as a technical resource to department, division or program administrators and personnel concerning assigned accounting and budgetary activities and related functions; respond to inquiries, resolve issues and conflicts and provide

detailed and technical information concerning related standards, practices, laws, codes, regulations, policies and procedures.

- Input a wide variety of financial and statistical data into an assigned computer system; establish and maintain automated records and files; initiate queries, manipulate data and generate a variety of computerized reports; ensure accuracy of input and output data.
- Perform a variety of special accounting projects in support of assigned division, department or programs; research, compile, assemble and analyze a variety of financial, statistical and budgetary information; assist in the research, development and implementation of fiscal controls as required; participate in the investigation and resolution of financial issues, errors and discrepancies.
- Communicate with personnel, governmental agencies and outside organizations to exchange information, coordinate activities and resolve issues or concerns.
- Maintain current knowledge of laws, codes, rules, regulations and pending legislature related to assigned accounting functions.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Participate in a variety of other assigned activities such as processing claims, auditing invoices, evaluating contracts and verifying collected monies.
- Attend and participate in various meetings, committees and in-services as assigned.

OTHER DUTIES:

- Assist with customer service functions at the City's front counter.
- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Methods, procedures and terminology used in professional accounting work.
- General principles and practices of governmental accounting.
- Generally Accepted Accounting Principles.
- Analysis of complex financial statements and reports.
- Financial and statistical record-keeping techniques.
- Tax reporting, tax withholding, voluntary deductions, garnishments and supplemental insurance.
- Preparation of financial statements and comprehensive accounting reports.
- Preparation, review and control of assigned accounts.
- Budgeting practices regarding monitoring and control.
- Financial analysis and projection techniques.
- Research and statistical evaluation techniques.
- Applicable laws, codes, regulations, policies and procedures.
- Technical aspects of field of specialty.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Perform professional accounting and budgetary work involved in establishing, analyzing, auditing, reconciling and maintaining financial records.
- Provide administrative support in the review, analysis and development of designated budgets and accounts.
- Prepare and audit a variety of financial, statistical and budgetary reports, statements and records.
- Monitor, audit, process, adjust and reconcile payroll data.
- Compare numbers and detect errors efficiently.
- Prepare and analyze comprehensive accounting reports.

- Reconcile, balance and audit assigned accounts and budgets.
- Serve as a technical resource concerning assigned accounting and budgetary activities and related functions.
- Reconcile various fiscal statements to assure accurate fund accounting as assigned.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain City rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Add, subtract, multiply and divide quickly and accurately.
- Maintain accurate financial and statistical records.
- Analyze financial data and prepare reports, forecasts and recommendations.
- Meet schedules and time lines.
- Operate standard office equipment including a computer and assigned software.

Education and Experience:

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

- Bachelor's degree in accounting, finance, public or business administration.
- Two years professional-level accounting experience in a municipal or government agency.

Licenses, Certifications and other Requirements:

- N/A

WORKING CONDITIONS:

Work Environment:

Indoor/Office environment.

Physical Demands:

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.
- Reaching overhead, above the shoulders and horizontally.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.