

ACCOUNTANT I/II

Salary Ranges: 28/33 (Public Service Salary Schedule)

DEFINITION

Under direct or general supervision, performs responsible professional accounting, administrative and technical support relative to the planning, organization and coordination of assigned activities in the Finance Division; provides responsible technical assistance to the Department; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Accountant I

This is the entry-level class in the professional accounting series. Initially, under direct supervision, incumbents exercise limited discretion and independent judgment in performing accounting and financial activities and may specialize in one or more routine departmental accounting programs. As knowledge and experience are gained, the work becomes broader in scope; assignments are more varied and are performed under more general supervision. Successful performance of the work requires good knowledge of governmental accounting practices and procedures, fund accounting and fiscal management. This class is alternately staffed with Accountant II and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

Accountant II

This is the journey-level class in the professional accounting series. Incumbents exercise a high level of discretion and independent judgment in performing the full range of routine and complex departmental accounting and record-keeping programs, and supervise personnel. Successful performance of the work requires thorough knowledge of governmental accounting practices and procedures, fund accounting and fiscal management. This class is distinguished from Senior Accountant in that the latter is responsible for performing the most complex professional accounting duties.

SUPERVISION RECEIVED AND EXERCISED

Incumbents receive general supervision from supervisory or management personnel, and may supervise paraprofessional, administrative, and clerical personnel.

ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES

Duties may include, but are not limited to the following:

- Provides responsible professional and technical assistance in the administration and implementation of the City's financial, auditing, and accounting programs.
- Prepares journal entries and reconciles general ledger and subsidiary accounts; prepares monthly financial statements, including distributing monthly revenue and expenditure reports to departments; prepares numerous monthly financial reports.
- Analyzes and reconciles expenditure and revenue accounts, including trustee accounts and investment reports.

- Participates in operating an automated office and computerized financial and information system; identifies, develops and implements new automated applications as needed to facilitate effectiveness and efficiency.
- Participates in and assumes responsibility for various departmental programs including financial statements, general ledger, monthly statements, payroll, and special districts accounting; conducts and prepares special studies and reports.
- Reconciles postings from payroll, accounts payable, cash receipts, and accounts receivable to the general ledger.
- Prepares a variety of financial and statistical reports including year-end reporting, budgetary and management analysis.
- Monitors expenditures, revenues and budget allocations to determine the City's financial status and prepares custom reports, graphs and schedules as needed.
- Interprets, explains and applies general and governmental accounting/auditing principles and procedures, laws and regulations affecting the financial operations of municipal government.
- Assists with the coordination of the annual audits.
- Records and maintains appropriate controls for fixed assets; assists in the City's purchase orders and accounts payable system, auditing and financial analysis, grant accounting and special reports.
- Assists with investments, portfolio management and cash management, debt management, new financing, annexations, and revenue and expense projections.
- Assists with the preparation of the City's budget.
- Performs professional accounting work.
- Performs related duties as assigned.

Accountant II, in addition to above:

- Supervises assigned personnel; trains, schedules and evaluates staff; recommends disciplinary actions.
- Assists with the coordination of the annual audits and assumes a lead role as needed.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of public and governmental accounting and financing.
- Principles and practices of business organization and public administration.
- Modern accounting principles, practices, and methods including program budgeting and auditing and their application to municipal operations.
- Modern office practices, methods and computer equipment.
- Computer applications related to work, including word processing and spreadsheet software.
- Basic record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Accountant II, in addition to above:

- Pertinent ordinances, resolutions and laws affecting municipal financial operations.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.

Ability to:

- Analyze financial data and draw sound conclusions.
- Analyze situations accurately and develop effective courses of action.
- Understand and carry out a variety of complex instructions in a responsible and independent manner.
- Establish and maintain a variety of files and records.
- Organize own work, set priorities and meet critical time deadlines.
- Utilize computerized spreadsheet and word processing systems; prepare clear, complete and concise financial statements and reports.
- Operate modern office equipment, including computer equipment and software programs.
- 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.
- Maintain accurate records and files
- Meet the physical requirements necessary to safely and effectively perform the assigned duties
- Establish and maintain effective working relationships with those contacted in the course of the work.

Accountant II, in addition to above:

- Work on multiple projects with competing priorities effectively and in a timely manner; organize and prioritize timelines for self and others in an effective and timely manner.
- Perform independently in setting daily work priorities and solving difficult accounting problems.
- Evaluate and develop improvements in operations, procedures, policies or methods.
- Plan, organize, supervise, review, and evaluate the activities of personnel

Minimum Qualifications:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Accountant I

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, or a closely related field. No professional experience is required.

Accountant II

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance or a closely related field, and two (2) years of progressively responsible professional accounting experience equivalent to the Accountant I with the City of Rocklin. Governmental accounting experience is desirable.

GENERAL QUALIFICATIONS**License Requirements**

A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements

Incumbents must possess the 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; hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter 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. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 20 pounds.

Working Conditions

Incumbents 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.

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

Adopted: July 2007

Updated: June 2014