



ACCOUNTANT I/II

Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.

Definition:

Under supervision, this position is responsible to perform a variety of professional accounting functions in accordance with Generally Accepted Accounting Principles (GAAP) and governmental accounting standards. This class performs general accounting, recording and reporting of financial transactions; and prepares financial report statements and special financial analyses.

Classification Characteristics:

Accountant I: This is the entry level position in the Accountant series. This position is distinguished from the Accountant II by the performance of more routine accounting tasks and duties. This class is typically used as a training class and employees may have only limited professional level experience. Positions in this class are flexibly staffed and may advance to the Accountant II level when training and experience is sufficient to perform at the full journey level. This position receives direct supervision.

Accountant II: This is the full journey level class within the Accountant series. This position is distinguished from the Accountant I by the performance of the full range of duties assigned. This class receives only occasional instruction or assistance as new or unusual situations arise and is fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Accountant I level, or when filled from the outside, have prior accounting experience. This position receives general supervision.

Essential Functions:

- Perform a variety of professional accounting functions involved in preparing and maintaining assigned budgets; monitor financial activities and review for conformity and compliance with sound accounting procedures and legal requirements; advise departments on adjustments as necessary.
- Prepare a variety of cash flow analyses; evaluate budgeted projects and revenues; prepare spreadsheet projections.
- Prepare a variety of financial, statistical, analytical, and narrative reports; document revenues and expenditures; identify and recommend appropriate adjustments.
- Monitor and balance budget accounts; prepare account reconciliations; review and reconcile bank statements.
- Evaluate investment accounts and total cash balances; prepare Treasurer's Report; review accounts with higher level staff.
- Assist in the performance of year-end review of accounts and preparation of adjusting and closing entries.

- Advises operating departments on established City accounting procedures and regulations; attends meetings as required.
- Provide responsible staff support during the annual audit; prepare a variety of financial reports; respond to and resolve inquiries as necessary.
- May assist with other accounting clerical processes including payroll, customer service, accounts payable and accounts receivable or other special projects as needed.

Accountant I Qualifications:

Knowledge of:

- Modern principles and practices of accounting.
- Computer software programs and data processing applications related to accounting.

Ability to:

- Learn principles of municipal budget preparation and control.
- Learn pertinent Federal, State, and local laws, codes, and regulations.
- Interpret and analyze financial and budgetary reports.
- Prepare clear and concise reports.
- Operate a computer and use a variety of software programs related to accounting.
- Communicate clearly and concisely, both orally and in writing.
- Exercise sound independent judgment within established guidelines.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff, City officials, and the public.
- Maintain physical condition, audio-visual discrimination and perception, and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

Experience and Training: *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 would be:*

Experience:

Accounting experience sufficient to demonstrate the possession of the required knowledge and abilities. One year of accounting experience is desired.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in accounting, finance, or a closely related field.

Accountant II Qualifications:

Knowledge of:

- Generally accepted accounting principles and procedures.
- Principles of municipal budget preparation and control.
- Methods and techniques of effective technical accounting report preparation.
- Computer software programs and data processing applications related to accounting.
- Pertinent Federal, State, and local laws, codes, and regulations.

Ability to:

- Interpret and explain City budgetary policies and procedures.
- Interpret and analyze financial and budgetary reports.
- Prepare clear and concise reports.
- Operate a computer and use a variety of software programs related to accounting.
- Communicate clearly and concisely, both orally and in writing.
- Exercise sound independent judgment within established guidelines.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff, City officials, and the public.
- Maintain physical condition, audio-visual discrimination and perception, and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

Experience and Training: *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 would be:*

Experience:

Two years of responsible professional accounting experience

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in accounting, finance, or a closely related field.

Working Conditions:

Work in an office environment including sustained posture in a seated position for prolonged periods of time; standing and moving around work area. Subject to frequent interruptions and contact in person and on the telephone. Position requires grasping objects, repetitive hand movement and fine coordination including use of a computer keyboard. Speaking and acute hearing is required when providing phone and in-person service. Near vision is required for reading correspondence, statistical data, and using a computer. Lift and carry files and documents weighing up to 25 pounds.