



SEPTEMBER 2022  
FLSA STATUS: NON-EXEMPT

## STAFF ACCOUNTANT

### **DEFINITION**

Under general supervision, performs a variety of professional and technical duties involved with preparing journal entries, reviewing general ledger accounts, maintaining financial records, asset and liability tracking, and general accounting activities.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned supervisory or management personnel. Exercises supervision over administrative support staff.

### **CLASS CHARACTERISTICS**

This is a professional level class where incumbents provide specialized fiscal compliance support to the City's Finance Department. Incumbents support the work of departmental management staff by serving as a resource for accounting. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, regulatory processes, and the exercise of considerable discretion and judgment. The work includes problem solving of unique issues or increasingly complex problems without precedent and/or structure. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods. Work is typically reviewed on completion for soundness, appropriateness, and conformity to policy and requirements. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Performs professional-level financial and administrative work in such areas as budget development, preparing journal entries, reviewing the general ledger, asset and liability tracking, and general accounting activities.
- Performs account analysis and reconciliation, including bank statements and general ledger accounts.
- Assist with annual budgeting, forecasting, grant allocation, and expenditures reporting
- Prepares statistical and financial reports for city management and external agencies.
- Assist with the month-end closing process, journal entry corrections for account discrepancies, prepares closing journal entries, posts accrual entries, and prepares financial statements.
- Organizes, reviews and directs the work of assigned staff; trains staff in work procedures and policies; evaluates employees' performance; counsels employees; and recommends disciplinary actions to department head.

- Supports the payroll process to ensure fiscal compliance with city polices, and procedures.
- Supports office staff to ensure the cash drawer including receipts and invoices are accounted for correctly.
- Research, monitor, and coordinate fiscal compliance activities; maintains respective compliance requirements; provides current information to the departments to work towards the goal of reducing single audit findings.
- Utilize a community support network by meeting and working alongside representatives of government bodies, local businesses, other groups, or organizations to develop best practices in accordance with applicable law, regulation, or policy; promotes program objectives, develops new programs and solicits participation, efficiently utilizing available expertise.
- Prepare annual Schedule of Expenditures of Federal Awards (SEFA) as part of the City Single Audit and submits to Financial Director for review.
- Prepare monthly financial statements for external reporting.
- Preparation of the biannual budget , mid year adjustments, and monitoring for budget compliance.
- Review program budget, and purchases; monitors expenditures and grant budget accounts; perform grant and general fund reconciliation and projections to include actual revenues and expenditures against grant award amounts; ensure all grant conditions are in fiscal compliance.
- Assist the Finance Director with preparation of schedules and reports for the annual fiscal year audit.
- Contribute to the overall quality of the Department's service provision by developing and coordinating work teams and by reviewing, recommending, and implementing process improvements.
- Review recommendations for new funding sources in conjunction with needs assessments and program evaluations, to better achieve department program goals and objectives.
- Present information to, attends, and/or responds to questions at City Council meetings, meetings of advisory boards, or other committees as required.
- Represent the City with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Performs other duties as assigned.

## **QUALIFICATIONS**

Based on the assignment all or some of the following knowledge, skills and abilities may be required:

### **Knowledge of:**

- Principles and practices of governmental accounting, public finance administration and budgeting, auditing, and reconciliation; municipal taxation and revenue management.
- Principles of database management and data integrity.
- Principles and practices of municipal procurement and contract administration.
- Principles and practices of grant administration.
- Principles and practices of statistical data analysis.
- Principles and practices of project budgeting.
- Principles and practices relating to construction cost accounting.
- Principles and practices of budget preparation and fiscal analysis.
- Principles and practices of public administration and management.
- Principles and practices of program evaluation.
- Use of specified computer applications including word processing and involving the design and management of databases or spreadsheet files and the development of special report formats.
- Communicating effectively in oral and written forms.

- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Complex record keeping principles and procedures.
- Modern office practices, methods, and computer equipment which may include, but is not limited to, mobile technology and electronic devices, and software related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Principles, practices, and procedures of project funding, development, management, and implementation.
- Contract documents including Notice Inviting Bids, Contract and Special Provisions.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Current and proposed legislative initiatives which impact the City.

**Ability to:**

- Perform technical accounting and financial analysis.
- Read and explain rules, policies, and procedures.
- Read and interpret Federal and State Government Code
- Read, interpret and implement Governmental Accounting Standard pronouncements, technical bulletins and pronouncements.
- Accounting practices, including Governmental Accounting Standards.
- Organize, research, and maintain financial files.
- Make accurate mathematical and statistical calculations.
- Prepare accurate and timely reports.
- Organize own work, set priorities, and meet critical deadlines.
- Use standard office equipment, including a computer, in the course of the work.
- Contribute effectively to the accomplishment of team or work unit goals, objectives, and activities.
- Deal successfully with various individuals, in person and over the telephone.
- Research, assimilate and analyze large quantities of information, recognize substantive issues, and recognize patterns, identify options, project consequences, develop sound recommendations.
- Provide administrative and professional management in municipal project programs, grants, and capital improvements.
- Source and obtain grant funding and other opportunities for the City.
- Analyze data, make recommendations, prepare reports, and make presentations.
- Coordinate complex grant contracts and activities; maintain record keeping.
- Ensure projects completed on schedule, within budget and without claims.
- Coordinate consultant project management, inspection, and survey services; monitor consultant budgets and recommend approval of consultant payments.
- Read and interpret specifications, bid documents and contracts.

- Assist in the development of goals, objectives, policies, procedures, and work standards for the assigned department or division.
- Supervise staff; provide training to ensure work is performed effectively; and evaluate performance in an objective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Initiate, plan, and complete work with a minimum of direction and control.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Operate and maintain modern office equipment, including computer equipment and software programs.
- Work cooperatively with management staff, employees, and others.
- Establish and maintain effective relationships with public groups, organizations, and other governmental agencies.
- Exercise sound judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Work well under pressure to meet deadlines.

**Education and Experience:**

*Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:*

Equivalent to graduation from an accredited four (4) year college or university with major coursework in finance, accounting, economics, business or public administration, or a related field and two (2) years of professional-level experience in finance, accounting, or compliance management.

**Licenses and Certifications:**

Possession of, or ability to obtain, a valid California Driver's License by date of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Employees may periodically inspect project work sites, traversing uneven terrain. Finger dexterity is needed to access, enter, and retrieve data using a computer 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. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. When performing field visits, employees may be exposed to loud noise level, hot and cold temperatures, chemicals, mechanical and electrical hazards, hazardous physical substances and fumes, and animals and insects. Employees may interact with frustrated or irritated individuals in interpreting and enforcing department policies and procedures.