

**CITY OF TAFT
ACCOUNTANT**

GENERAL PURPOSE

Performs technical, complex and specialized accounting functions in maintaining the fiscal records and systems of the City.

SUPERVISION RECEIVED

Works under the general supervision of the Finance Director.

SUPERVISION EXERCISED

Generally None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintains the City's computerized Governmental Funds and Account Groups accounting general ledger system. Includes review of each account and preparation of appropriate adjusting journal entries for supervisor approval.

Maintains the City's computerized fixed assets account module and purchasing module.

Prepares periodic reports. Assists in the preparation of the annual and other State or Federal reports.

Makes journal entries to balance and close quarterly books in general ledger, revenue and expense accounts; reconciles general ledger and subsidiary utility accounts.

Reconciles monthly bank statements and prepares monthly Treasurer's report. Prepares adjusting entries to record reconciling items.

Performs periodic financial studies, research and analyses as required by the supervisor.

Assists the Finance Director in the operation and maintenance of the City's central financial computer system.

Assist in preparation of year-end reports.

PERIPHERAL DUTIES

Serves as a member of various employee committees.

Provides periodic back-up to other related positions.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from an accredited four-year college or university with a degree in accounting, finance, or closely related field with at least 24 units of accounting.

(B) Two (2) year of progressively responsible municipal accounting or finance work.

(C) Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of Governmental Fund accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; working knowledge of office automation and computerized financial applications; some knowledge of public finance and fiscal planning; working knowledge of payroll and accounts payable functions; considerable knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASB.

(B) Skill in operating the listed tools and equipment.

(C) Ability to prepare and analyze complex financial reports; Ability to maintain efficient and effective financial systems and procedures; Ability to accurately account for City funds; Ability to establish and maintain effective working relationships with employees, supervisors, City officials, and the public; Ability to communicate effectively, orally and in writing.

TOOLS AND EQUIPMENT USED

Personal computer, including spreadsheet and word processing software; central financial computer system; telephone; 10-key calculator; typewriter; copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics 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.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

City of Taft application and resume required, rating of education and experience; oral interview and reference check; job related tests may be required including a physical by the City physician.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.