

**CITY OF TAFT  
ACCOUNTANT I/II**

**Salary Range 42.8 /46.7**

Level I -\$1817-\$2209 Bi-weekly

Level II- \$2,003-\$2,435 Bi-weekly

**GENERAL PURPOSE**

Under direction, performs complex professional accounting duties including the examination, analysis, maintenance, reconciliation and verification of financial records and performs related work as required. The Accountant I/II are considered professional accounting classifications. Incumbents work under well-established guidelines and have developed a sufficient knowledge to independently perform complex professional accounting responsibilities and may oversee major accounting functions under supervision of the Finance Director. Positions in this classification may be assigned to the Correctional Facility.

The Accountant I is a professional accounting classification and the Accountant II is the advanced/lead level in the Accountant series. Both levels requires independent judgment, initiative and decision making. Progression from Level 1 to Level 2 is not automatic, but is based upon the skill set of the incumbent and the needs of the department or area of assignment. Depending on area of assignment and responsibility certain positions may be permanently allocated at the Level I.

**REPORTS TO:**

Finance Director or designee

**SUPERVISES:**

May provide lead direction and oversight to paraprofessional and clerical classifications.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

The following typical tasks and responsibilities are representative of the position's essential duties. They are descriptive, not limiting. Employees are expected to perform a variety of other duties as assigned:

- 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 Finance Directors approval.
- Maintains the City's computerized fixed assets account module and purchasing module.
- Prepares periodic reports and assists in the preparation of the annual and other State or Federal reports.
- Prepares a variety of detailed accounting, statistical, and narrative financial statements or reports.
- Makes journal entries to balance and close quarterly books in general ledger, revenue and expense accounts; reconciles general ledger and subsidiary utility accounts.
- Reviews indirect and overhead costs of the City.

- 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.
- Assist the Finance Director in the operation and maintenance of the City's central financial computer system.
- Assist the Finance Director in the preparation, evaluation, and maintenance of budgets and budgetary controls.
- Assist in preparation of year-end reports.
- Provide assistance and information to outside auditors as required.
- Oversee and review the work of fiscal and clerical personnel in making entries, reconciliation's, and performing other fiscal record-keeping work as instructed.
- Assist other City departments with the financial aspects in special projects as needed.
- Maintain effective working relationships with employees, supervisors, City officials, and the public.
- May make presentations and/or provide information to the City Council or committees.
- Provides periodic back-up to other related positions.

**Necessary Knowledge, Skills and Abilities:**

- 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
- Knowledge of public finance and fiscal planning
- Knowledge of payroll and accounts payable functions.
- Considerable knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP and GASB.
- Ability to plan, initiate and complete complex work assignments with a minimum of direction.
- 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.
- Ability to analyze complex fiscal data and draw logical conclusions.
- Ability to define accounting problems and recommend effective and valid solutions, and verbally communicate accounting procedures and policies clearly to others.
- Proficiently use personal computer applications including spreadsheet software.
- Ability to prepare and present reports clearly and concisely.
- Organize work and set priorities to meet deadlines.
- Read, understand and apply legal requirements and administrative policies to departmental accounting functions; and perform basic and complex mathematical calculations.
- Ability to maintain complete and accurate files, maintain records according to the City's retention schedule.
- Possess the principles and practices of supervision and training.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

A combination of training, education and experience that is equivalent to one of the employment standards listed below and that provides the required knowledge and abilities.

#### **Level 1:**

Graduation from an accredited four-year college or university with a bachelor's degree in accounting, finance, or closely related field with at least 24 semester units in accounting.

#### **Level 2:**

Graduation from an accredited four-year college or university with a bachelor's degree in accounting, finance, or closely related field with at successful completion of at least 24 semester units in accounting; and

Two (2) years of experience performing duties equivalent to the class of Accountant I with the City of Taft.

#### **Additional Qualifications:**

- A. Possess and maintain a valid California Class C Driver's License.
- B. Pass a post-offer medical examination which includes a drug test.
- C. Pass a Department of Justice criminal record check for employment.

### **TOOLS AND EQUIPMENT USED**

ACCOUNTANT I/II CONT.

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