



CITY OF ALBANY/ALBANY MUNICIPAL SERVICES JPA  
POSITION DESCRIPTION

**ACCOUNTANT/SENIOR ACCOUNTANT**

**DESCRIPTION:**

Under general direction, performs professional accounting work, including auditing, analyzing, and verifying fiscal records and reports, preparing financial and statistical reports, providing information to City staff regarding practices and procedures, and reconciling general ledger accounts; assists in preparing the City's annual budgets; prepares year-end audit reports and schedules; knowledge of payroll; and performs related work as required.

**CLASS CHARACTERISTICS:**

*This is a single position classification. The position may be filled at either the Accountant or Senior Accountant level depending on experience and qualifications.*

Incumbents perform the full range of routine and complex departmental accounting and record keeping programs under minimal supervision. Responsibilities require the use of tact, discretion, and independent judgment. Successful performance of the work requires thorough knowledge of governmental accounting practices and procedures, municipal fund accounting, grants accounting and compliance; revenue auditing and tax compliance, and fiscal management.

The Accountant and Senior Accountant position is an advanced specialist or lead in the accounting series; exercises a high degree of independent judgment on diverse and specialized accounting projects; has significant accountability and ongoing decision-making associated with his/her work.

The Accountant is distinguished from the Senior Accountant position in that the latter is responsible for the organization, assignment and review of the work of a team in one or more of the functional area(s) of the Finance Department. Both levels may have lead responsibilities over subordinates on a project or incidental basis. This class is distinguished from the Finance Director in that the latter has overall supervisory responsibility for professional and accounting staff and operations.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives general direction from the Finance Director within the framework of established goals, objectives, and City policies; exercises supervision of staff when Finance Director is absent. May exercise technical and functional direction over and provide training and mentoring to lower-level department staff.

## **EXAMPLES OF TYPICAL JOB FUNCTIONS:**

*Management reserves the rights 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.*

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

1. Provides complex professional and technical assistance in the administration and implementation of the City's financial, revenue, budget, auditing, and accounting programs, including financial report development, budget monitoring, forecasting, financial analysis, reimbursement billings, and grants accounting.
2. Coordinates monthly and year-end general ledger closing; prepares journal entries with proper documentation; posts and balances general ledger accounts; ensures compliance and accuracy in accordance with generally accepted accounting procedures and principles for government organizations utilizing a computer-based financial management system.
3. Performs monthly accounting cycle including bank reconciliation, journal entries, prepares general ledger, balances cash accounts, runs and distributes revenue/expenditure summaries.
4. Performs professional accounting work in accordance with a prescribed automated and manual accounting system, generally accepted accounting principles (GAAP), and Governmental Accounting Standards Board (GASB).
5. Assists in the preparation and performance of the annual budget process and the preparation of the budget document and other related documents; assists in monitoring budget appropriations by fund and department.
6. Maintains the general ledger chart of accounts and assigns project codes as required for new grants and activities.
7. Prepares monthly, semi-annual, and annual reports for City Council meetings, including the City Treasurer's reports.
8. Prepares federal and state tax returns and other reports as required by state and federal laws.
9. Directs year-end closing of accounting records. Prepares reports and work papers for annual audit. Assists auditors in the review of the financial activity. Assists in preparation of the Comprehensive Annual Financial Report (CAFR).
10. Compiles accounting data and develops financial information as requested. Conducts fiscal analysis and studies. Develops and implements accounting systems, controls, and reporting procedures.
11. Coordinates and prepares a variety of financial reports for grant programs and capital improvement projects. Ensures compliance with various granting agency requirements and restrictions.
12. Assists in the maintenance of accounting and financial reporting systems and procedures.
13. Assists in the preparation and monitoring of the annual operating budget. Assists operating departments in monitoring their departmental budgets.

14. Assists in the preparation and monitoring of the Capital Improvement Plan budget.
15. Provides professional and administrative assistance to the Finance Director. Researches, compiles, and prepares financial and administrative documents.
16. Recommends goals and objectives and assist in the development of policies and procedures for the Finance Department.
17. Assists with various payroll, receivables, and payables activities normally performed by Accounting Technicians, such as cashier, business licenses, etc.
18. Minimizes the use of scarce natural resources, minimizes toxic materials, minimizes carbon emissions, and promotes healthy behaviors and activities.
19. Performs other duties and responsibilities as required.

### **QUALIFICATIONS:**

#### **Knowledge of:**

- Modern principles, practices, and methods of public and governmental accounting and finance, including program budgeting and auditing and their application to municipal operations.
- Governmental fund accounting, governmental accounting principles, and general bookkeeping practices and procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to municipal financial operations.
- Financial auditing principles and techniques.
- Accounting for governmental grants.
- Contract administration procedures and practices.
- Research and reporting methods, techniques, and procedures.
- Technical report writing and preparation of correspondence.
- English usage, spelling, vocabulary, grammar and punctuation; effective methods of communication both verbal and written.
- Computerized accounting systems and programs including word processing, spreadsheets, and database management; computer software for preparation of graphic and tabular data in printed and live presentations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Standard office practices and procedures, including word processing, spreadsheets, and database management; computer software for preparation of graphic and tabular data in printed and live presentations.

**Ability to:**

- Analyze financial data and draw sound conclusions.
- Perform a wide variety of administrative duties, projects, and detail work as directed by the Finance Director, with minimal supervision.
- Evaluate and develop improvements in operations, procedures, policies, and methods, to streamline and maximize efficiency within the department.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws and regulations.
- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Follow department policies and procedures related to assigned duties.
- Communicate clearly and effectively both orally and in writing.
- Operate automated office equipment; use a personal computer and associated applications; use a computer-based accounting system; use an electronic calculator by touch; make arithmetic calculations.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Perform a wide variety of administrative duties and projects on behalf of the Finance Director with minimal supervision.
- Oversee and manage computerized financial management systems.
- Establish, maintain, and foster positive and effective working relationships with persons contacted in the course of work.

**EDUCATION AND EXPERIENCE:**

*This is a single position classification. The position may be filled at either the Accountant or Senior Accountant level depending on experience and qualifications.*

**1. ACCOUNTANT:**

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

- Graduation from an accredited four-year college or university with major course work in accounting, finance, business administration, or a closely related field; and,

- Two (2) years of accounting experience preferably in government accounting, preparing budgets and financial statements.
- Additional experience may be substituted for the education requirement on a year-for-year basis to a maximum of two (2) years, provided that at least 30 core semester units (or equivalent quarter units) in accounting have been obtained.
- Successful completion of the CPA examination and completion of graduate course work in accounting or finance is also desirable.

## **2. SENIOR ACCOUNTANT:**

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

- Graduation from an accredited college or university with major course work in accounting, finance, business administration, or a related field; plus,
- Five (5) years of increasingly responsible professional experience in accounting, preferably in a public agency; or, a graduate program in accounting, business administration, or related business discipline; plus,
- Prior governmental fund accounting experience; and,
- CPA certification is highly desirable.

## **LICENSES AND CERTIFICATIONS:**

- None

## **ADDITIONAL REQUIREMENTS:**

- Work is often performed under deadlines and requires strict attention to detail.
- Must be willing to work such hours as are necessary to accomplish the job requirements.
- May be required to possess a valid California Class C driver license at the time and maintain status for the duration of appointment.
- This classification requires each incumbent to complete and pass a 10-year employment history verification, which will include fingerprinting and a Criminal History Records Check (CHRC) prior to being considered for this position. This status must be maintained for the duration of employment with the City of Albany.

## **PHYSICAL REQUIREMENTS:**

The work requires a combination of the following physical requirements depending upon a given task, on a given day: between 3 to 8 hours of sitting; up to 3 hours of standing, walking bending, crouching, stooping, twisting, and turning, grasping (firm), pinching, reaching forward and overhead; lifting and carrying ledgers and other office supplies/reference materials weighing up to 25 lbs., pushing and pulling 10 lbs or less, eye-hand coordination, eye-hand-foot coordination; and driving; between 3 to 6 hours of verbal contact either face to face or on the phone (speech and hearing); finger dexterity and light grasping; vision acuity (near), and color vision.

**MENTAL REQUIREMENTS:**

The work requires a combination of the following mental requirements depending upon a given task, on a given day: taking, interpreting, comprehending and following instructions, simple to complex – reading, writing and math skills; forming, analyzing, compiling, computing, copying, comparing, speaking-signaling, helping; perceiving pertinent detail in objects or in pictorial or graphic material; performing from simple, repetitive, clerical tasks to varied, complex assignments, maintaining work space, relating to other people, influencing people, evaluating; generalizing; and responsibility for direction, may supervise others.

Updated: August 2015

Group: Albany Municipal Services JPA

Bargaining Group: Unrepresented

FLSA: Exempt

Probation: At will. Position serves at the pleasure of the City Manager