



CITY OF ALBANY ACCOUNTANT

Under general supervision, 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; assist in preparing the City's annual budgets; prepares year-end audit reports and schedules; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Finance Director. Exercises no supervision of staff. May exercise technical and functional direction and provide training to lower-level staff.

Class Characteristics

This job class functions at the journey level of job performance. Employees in this classification perform the full range of routine and complex departmental accounting and record keeping programs under minimal supervision. Incumbents exercise a high degree of independent judgment on diverse and specialized accounting projects and have significant accountability and ongoing decision-making associated with the work. 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 is distinguished from the Accounting Supervisor in that the latter is responsible for the organization, assignment, and review of the work of a team in one or more functional areas of the Finance Department.

Examples of ESSENTIAL 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.

- Provides 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.
- 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.
- Performs monthly bank account reconciliations and prepares journal entries as required to balance the general ledgers of the City and associated accounting entities to the reconciled bank balances.
- Performs professional accounting work in accordance with a prescribed automated and manual accounting system and generally accepted accounting principles (GAAP).
- 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
- Maintains the general ledger chart of accounts and assigns project codes as required for new grants and activities.
- Prepares monthly, semi-annual, and annual reports for City Council meetings, including the City Treasurer's reports.

- Prepares federal and state tax returns and other reports as required by state and federal laws.
- Assists in year-end closing of accounting records; prepares reports and work papers for annual audits; assists auditors in the review of the financial activity; assists in the preparation of the Comprehensive Annual Financial Report (CAFR).
- Compiles accounting data and develops financial information as requested; conducts fiscal analysis and studies; develops and implements accounting systems, controls, and reporting procedures.
- Prepares a variety of financial reports for grant programs and capital improvement projects; ensures compliance with various granting agency requirements and restrictions.
- Assists in the maintenance of accounting and financial reporting systems and procedures.
- Assists in the preparation and monitoring of the annual operating budget; assists operating departments in monitoring their departmental budgets.
- Assists in the preparation and monitoring of the Capital Improvement Plan budget.
- Provides professional and administrative assistance to the Accounting Supervisor; researches, compiles, and prepares financial and administrative documents.
- Assists with various payroll, receivables, and payables activities, including cashiering and business licensing as needed.
- Performs related duties as assigned.

Knowledge of:

- Modern principles, practices, and methods of public and governmental accounting and financing, 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, grammar, spelling, vocabulary, and punctuation.
- Effective methods of communication both verbally and written.
- Methods and techniques of computer software pertaining to the 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.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Ability to:

- Analyze financial data and draw sound conclusions.
- Perform a wide variety of administrative duties, projects, and detail work with minimal supervision.
- 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.
- Use an electronic calculator by touch; make arithmetic calculations.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Maintain strict attention to detail under deadlines.
- Perform a wide variety of administrative duties on projects with minimal supervision.
- Oversee and manage computerized financial management systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience

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

A Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, or a related field; completion of graduate course work in accounting or finance is desirable. Two 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 up to two years, provided that 30 semester units (or equivalent quarter units) in accounting has been obtained.

Licenses and Certifications

Valid California Driver's License.

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. 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 and carry materials and objects weighing up to 25 pounds and push and pull materials and objects weighing 10 pounds or less with the use of proper equipment.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Special Requirements

Positions in this classification require a willingness and ability to work flexible hours, including to attend occasional off hours meetings.

Positions in this classification requires the ability 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.