



Class Code: 11.1
WP Code: Accountant
Established: 5/2011
Revised: _____
EEO Code: P

CLASS SPECIFICATION

City of Newark, California

ACCOUNTANT

DEFINITION

Under general direction of the Senior Accountant, performs professional accounting duties in the development and maintenance of financial records and systems in order to provide management with timely financial and budget information, support City Departments, comply with external reporting requirements, and provide technical assistance to outside auditors and agencies.

CHARACTERISTICS

This is a professional level class of the accounting series. Positions in this class are expected to perform a full range of professional accounting duties assigned independently. Incumbents have a thorough knowledge of governmental accounting systems and procedures and are able to exercise independent judgment within established frameworks and procedures. The Accountant class is distinguished from the Senior Accountant in that responsibility for the overall supervision of the Finance division is not assumed at this level.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Perform monthly analysis of revenue and expenditures reports; review transactions for anomalies.
- Prepare various journal entries (monthly, year end, closing).
- Assist in the preparation of the CAFR and other external year-end and quarterly reports.
- Prepare quarterly department budgets.
- Prepare comparison of Budget vs. Actual results for departments after year end close.
- Maintain the accounting records for the assessment districts.
- Assist with the Budget preparation.
- Participate in the mid-year Budget Review.
- Review and post revenue receipts and accounts payable batches.
- Prepare monthly bank reconciliation.
- Reconcile Capital Assets records.
- Prepare audit schedules with noted explanations for significant variances between reporting periods.
- Provides technical assistance to outside auditors.
- Prepare/update written accounting procedures as needed.
- Establish new funds and accounts.
- Propose improvements/efficiencies to current accounting/reporting processes as needed.
- Serve as back-up to the Senior Accountant in their absence.
- Assist with other duties as assigned.

Accountant

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of municipal government accounting and auditing.

Principles and practices of financial administration including budgeting and reporting.

Principles and practices of internal controls.

Modern office practices, procedures, methods, and equipment.

Laws regulating public finance.

Principles of supervision, training and performance evaluation.

Mini and micro computers and related software such as word processing and spreadsheets.

Ability to:

Analyze, interpret and explain department and City policies and procedures, government regulations and accounting manuals.

Develop, revise, and utilize manual and automated accounting systems and procedures.

Prepare varied financial statements, reports and analysis.

Set workload priorities and meet deadlines.

Identify, research and solve a wide variety of work-related problems.

Prepare records for audit and assist auditors.

Exercise sound independent judgment within general policy guidelines.

Establish and maintain effective working relationships with those contacted in the course of work.

Represent the City effectively in meetings with management, public officials, other employees and the public.

Accountant

Experience and Training

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

Experience:

Five years of progressively responsible governmental accounting work.

Training:

Equivalent to graduation from an accredited four-year college or university with a degree in the field of business or a closely related field with major course work in accounting.

License or Certificate

Possession of, or ability to obtain, a Class C California driver license.

Probationary Period: 12 Months

FLSA: Exempt