

## ACCOUNTANT I, II

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### DEFINITION

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Under general direction, performs professional accounting duties in the preparation of financial reports and/or statements, development of accounting systems, and analysis of financial records; supervises the work of clerical and technical personnel; performs related duties as required.

### DISTINGUISHING CHARACTERISTICS

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*Accountant I* - is the entry level class in which incumbents perform technical and limited, well-defined professional duties relating to the maintenance of accounting records.

*Accountant II* - is the fully qualified professional level class in which incumbents independently perform a wide variety of assignments requiring skill in analysis and financial report preparation.

### REPRESENTATIVE DUTIES

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*The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed. Marginal duties are those which are non-essential job function for this class.*

1. Prepares a variety of detailed, factual and analytical accounting, statistical and/or narrative financial statements or reports which require analysis and interpretation of fiscal data for use by a department, auditors and/or other agencies; examines, analyzes and verifies fiscal documents to ensure adherence to established controls; analyzes and initiates changes in accounting methods, procedures and techniques in order to meet internal financial control needs.
2. Supervises the work of assigned accounting technical and clerical personnel in the performance of activities related to general ledger, accounts payable and receivable, payroll preparation; the preparation of financial reports, schedules, and other financial documents.
3. Reviews fiscal accounting systems, procedures and records; recommends and assists in the implementation of new or revised accounting systems; analyzes operational procedures to automate manual accounting systems; designs and maintains accounting forms.
4. Calculates amounts and distributes revenues to departments and special districts; assists in data collection and analysis for establishing tax rates; confers with taxpayers to provide information and investigate complaints.
5. Assists and participates in budget preparation; assembles and analyzes cost accounting records and other supporting technical and statistical data; makes

- complex or difficult adjusting entries and transfers of appropriation establishes new accounts and budget controls.
6. Advises superiors and departmental managers of change in laws, rules, regulations and practices which impact on local government accounting and fiscal procedures; interprets rules and regulations to determine accounting and auditing requirements for externally funded programs; develops accounting procedural guidelines for internal and departmental use.
  7. Represents and supports the policies and procedures established by the City Council, City Manager, and Department Heads.

## **EMPLOYMENT STANDARDS**

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### **Education and/or Experience**

*Accountant I* - Graduation from an accredited college with a Bachelor's degree in accounting, business administration or related field and three years of clerical/technical accounting experience or any combination of training and experience that provides the desired knowledge and abilities.

*Accountant II* - Graduation from an accredited college with a Bachelor's degree in accounting, business administration or related field and five years of clerical/technical accounting experience or one year of professional level accounting experience or any combination.

### **Knowledge of:**

Accepted general and governmental accounting principles, practices, theories and procedures; cost accounting principles and systems; laws, rules and regulations that apply to local government and fiscal operations; supervisory methods and practices; methods of business office management; principles and practices of public administration including budgeting, program planning, and evaluation.

### **Ability to:**

Understand, interpret, explain and comply with laws, regulations and policies governing fiscal operations and/or tax systems operations; plan, organize and administer financial programs/services; analyze fiscal data and draw logical conclusions; identify and resolve problems relating to fiscal and/or administrative operations; prepare fiscal procedures; communicate verbally and in writing; use and understand an automated accounting system; understand program objectives in relation to departmental goals and procedures; draw logical conclusions and make appropriate recommendations; prepare written presentations; supervise others; maintain accurate records and document action taken; interview people to obtain information needed to investigate/resolve complaints; research regulations, procedures and/or technical reference materials; maintain confidentiality of information; establish and maintain cooperative working relationships with City staff, other public agencies and the public.

**Special Requirements**

Possession of or ability to obtain and maintain a valid California Drivers' License.

**Physical Demands**

Sitting, standing, walking, some stooping, and bending. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects up to 25 lbs., such as files, stacks of paper and other reference materials. Moving from place to place within the office; some reaching for items below and above desk level. Strength, dexterity, coordination and vision to use a keyboard and video display terminal.

**WORKING CONDITIONS**

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Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise. Video display terminal is used on a daily basis.

Date Adopted: August 6, 1996