

## **JOB DESCRIPTION**



## **ACCOUNTANT**

**(Exempt/Management Position)**

### **DEFINITION**

Under general direction of the Assistant Director of Finance, perform accounting tasks involved in the preparation and maintenance of the City's accounting records, perform monthly and annual accounting system closes; assist in preparation and control of City budget; design and implement accounting systems; provide highly technical and staff assistance to the Director and Assistant Director of Finance in a variety of fiscal management assignments; and do related work as assigned.

### **EXAMPLES OF DUTIES: (E=Essential Duty; M=Major Portion of Time)**

- Reconcile monthly bank accounts to the general ledger and monitor daily bank activity. (E-M)
- Review monthly billing and collection results and balancing to general ledger. (E)
- Supervise preparation of general ledger closing entries (monthly and annually), including adjustments. Prepare year-end accruals, consolidations and adjusting entries. (E-M)
- Prepare periodic revenue, expenditure, and other financial reports. (E)
- Supervise fixed asset record system and produce reports necessary for the annual audit and insurance reports. Organize and coordinate periodic physical inventory of fixed assets. (E)
- Prepare periodic reports to state and federal agencies as required, i.e. sales tax return, fuel sales reports, etc. (E)
- Maintain the account numbering sequences in the chart of accounts.
- Reconcile deposit accounts and identify reimbursable amounts due to the City. (E-M)
- Supervise accounting procedures and maintenance of general accounting records. (E)
- Coordinate accounting activities with other City departments and outside agencies. (E)
- Assist with training of staff on the preparation and maintenance of the City's accounting records. (E)
- Coordinate annual financial audit and any other required audits or regulatory reporting, (E)
- Assist in preparation of the annual City budget, including projections, forecasts and analytical research. Coordinate preparation of the Finance Department budget. (E)
- Design and implement finance and accounting applications. (E)
- Monitor and audit grant programs and special projects. (E)
- Develop procedures for implementation of new accounting rules. (E)
- Oversee the work of the Accounting Assistant. (E)
- Maintain detailed records pertaining to trust accounts maintained by the City. (E)
- Other duties and projects as assigned.

### **QUALIFICATIONS**

#### **Knowledge Of:**

- Principles and practices of supervision, municipal accounting, auditing and budgeting.
- Generally accepted accounting principals issued by the Governmental Accounting Standards Board.
- Grant management and auditing requirements, including OMB A-133 and A-87 requirements.
- Ordinances, resolutions and laws affecting municipal financial operations.
- Operation of computerized financial systems (general ledger, accounts payable, purchasing, payroll, encumbrances, cash receipts, utility and miscellaneous billing, fixed asset and project accounting.
- Spreadsheet and word processing software.

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- Local area networks and wide area networks.
- Modern office practices, procedures, equipment and standard clerical techniques as applied to municipal accounting.

**Ability To:**

- Analyze and interpret fiscal and accounting records and data.
- Apply and adopt established methods to a variety of accounting transactions and problems.
- Document policy and procedures established to implement generally accepted accounting principals.
- Prepare concise and accurate reports for distribution to management and City Council.
- Interpret and make operating decisions in accordance with laws, regulations and policies.
- Identify changes in policies or procedures which will promote efficiency and effectiveness.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain cooperative and effective working relations with those contacted in the course of work, including other employees and the public.
- Use and operate computer and financial system which requires manual dexterity, and develop and understand spreadsheets.
- Sit and work on computer system for long periods of time.
- Lift up to 40 pounds.
- Work evenings and weekends, and attend night meetings when required.

**Education and Experience:**

Education and experience equivalent to a Bachelor's Degree in accounting or closely related field with an emphasis on accounting. Five years of increasingly responsible professional experience in accounting and two years experience with general ledger responsibility; Municipal experience preferred.

**Necessary Special Requirement:**

Possession of a valid Class C California Driver's License.