



CITY OF CITRUS HEIGHTS

ACCOUNTANT

DEFINITION

Accountant performs professional accounting work including the examination, maintenance, verification, analysis, and reconciliation of financial records; assists in developing and installing accounting systems; and prepares accounting and auditing reports.

DISTINGUISHING CHARACTERISTICS

This is the journey level professional accounting classification. An accountant performs the full range of professional accounting work and is expected to have a thorough knowledge of professional accounting principles, practices, and procedures and to exercise independent judgment within established accounting systems.

SUPERVISION RECEIVED AND EXERCISED

- Receives direction from an assigned supervisor.
- Exercises technical and functional supervision over lower level technical accounting personnel.

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

- Prepare journal entries and maintain the general ledger; post, balance, and reconcile the general ledger and subsidiary accounts; prepare and review all journal vouchers for correctness and accuracy.
- Prepares a variety of bank reconciliations, claims, reports, and schedules for accuracy and completion; verify, approve, and audit fiscal documents such as warrants, requisitions, and purchase orders.
- Review entries made to various financial records for proper coding and maintenance of proper accounting procedures.
- Maintain and update records for the City's fixed asset group of accounts in accordance with Governmental Accounting Standards Board (GASB) valuation, quality assessment, and reporting requirements.
- Perform various payroll, accounts receivable, and accounts payable activities, including providing technical and functional supervision to lower level accounting personnel engaged in these areas.
- Participate in operating an automated office and computerized financial and information system; identify, develop and implement new automated applications as needed to facilitate operations.
- Interpret grant award agreements and monitor for compliance; provide grant accounting and prepare required financial reports; maintain complete accounting record keeping and documentation related to State, Federal, and other funding sources.
- Performs professional accounting and analytical work in the areas of general ledger, fund accounting, asset management and preparation of Comprehensive Annual Financial Report (CAFR).
- Compiles and prepares financial statements, general and subsidiary ledgers and supporting schedules.
- Prepares a substantial number of year-end work papers to be used in the annual audits.
- Prepare technical and narrative reports, including customized accounting and payroll reports.
- Assist with a variety of audit functions and special reviews and studies.

- May assist in Finance Department and City-wide budget activities, including preparation, monitoring, and reporting.
- Answer questions and provide information to the public and City departments; make recommendations for improvements related to accounting and payroll processing.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Generally accepted accounting principles and practices.
- Governmental accounting principles and practices, including fund accounting.
- Principles and practices of business data processing systems, especially as related to the processing, storage, and transmittal of accounting information.
- Principles of budget monitoring, preparation, and reporting.
- Pertinent laws, rules, and regulations related to public finance and fiscal operations.
- Equipment, tools and materials, computer equipment and software used in modern accounting office operations.
- Basic principles of supervision and training.
- Techniques and principles of effective interpersonal communication.
- Principles and practices of good customer service.
- Principles and methods of report preparation and writing.
- Principles and practices of working safely.

Ability to:

- To independently perform a variety of professional and technical accounting duties, especially as related to accounts payable, payroll, and accounts receivable functions.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- Provide technical and functional supervision and training to lower level accounting personnel.
- Analyze, understand, explain, and apply accounting and auditing principles, techniques and procedures.
- Examine and verify financial data, documents, and reports; ensure proper authorization and documentation for disbursements and other transactions.
- Prepare clear, complete, concise financial reports and statements and various written reports.
- Utilize computerized spreadsheet and word processing systems; operate personal computer with proficiency and familiarity.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned administrative responsibilities.
- Interpret and explain pertinent City and department policies and procedures.
- Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service.

- Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.
- Foster an environment that embraces diversity, integrity, trust and respect.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.
- Communicate clearly and concisely, both orally and in writing.
- Operate a personal computer with proficiency and familiarity.

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:

Two years of responsible professional accounting experience (of which, one year of governmental accounting is highly desirable).

Training:

Equivalent to the completion of a Bachelor's degree with major course work in accounting, finance, or a closely related field.

License or Certificate:

May need to possess a valid California driver's license and proof of automobile liability insurance as required by the position.

PHYSICAL/SENSORY REQUIREMENTS

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

File:	<i>Accountant</i>
FLSA:	<i>Non-Exempt</i>
Created:	06/20/06
Revised:	03/02/10 10/15/10 - Corrected EEO Language 09/20/2019 – Edits to job duties for clarification