

CITY OF SALINAS

ACCOUNTANT

BARGAINING UNIT/CLASS CODE:

SMEA / H26

DEFINITION

To perform professional accounting work, recording and reporting of financial transactions and budgetary control for assigned funds and City departments; to review accounts payable, payroll, and other fiscal records; and to prepare financial reports.

DISTINGUISHING CHARACTERISTICS

This is the entry-level classification in the professional accounting series. Incumbents in this class are expected to perform professional accounting work in the City.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervising Accountant. The Accounting Officer may provide functional or technical supervision.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Participate in the posting, balancing and reconciliation of the general ledger and subsidiary accounts. Determine if funds are available and expenditures properly classified. Research and analyze transactions to resolve budget problems. Provide analysis of available funds at management request. Prepare work papers, financial statements and various reports for Federal, State and other outside agencies as well as for internal accounting and auditing. Prepare fund balance projections. Audit business enterprises to assure compliance with City ordinances. Monitor and report on the status of State and Federal grants. Implement changes in accounting systems or procedures. Assist with the preparation of the City's Annual Financial Report. Assist with budget activity, proper expenditure coding, document preparation and other accounting related activities. Assist in annual budget preparation. Promote and maintain safety in the work place. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

CITY OF SALINAS
ACCOUNTANT (continued)

QUALIFICATIONS

Knowledge of:

Accounting and auditing principles and practices. Principles of government financial administration, including budgeting, reporting, taxation, and revenue. Modern office practices, procedures, methods and equipment. Principles of supervision, training, and performance evaluation. Laws and regulations governing fiscal record keeping.

Ability to:

Examine and verify financial documents and reports. Communicate effectively, both orally and in writing. Prepare a variety of financial statements, reports and analyses. Establish and maintain effective working relationships. Learn and apply special governmental rules and regulations regarding accounting and auditing practices.

Skills to:

Operate modern accounting machines and equipment, to include appropriate computer hardware and software.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to a degree from an accredited college or university with major course work in accounting, business administration, or a closely related field, plus one year of recent professional accounting, budgeting, and/or financial experience.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 2-84, REV: 8-05