

CITY OF SALINAS

ACCOUNTING OFFICER

BARGAINING UNIT/CLASS CODE:

AMPS / H14

DEFINITION

To perform a variety of advanced level specialized accounting duties within the City's financial systems.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the professional accounting series. Positions in this class work under general direction and exercise independent judgment in the performance of a variety of complex and difficult professional accounting work with only occasional instruction or assistance.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Finance Director. Exercises direct or indirect supervision over professional, technical, and clerical personnel.

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

Develop and implement complex accounting system modifications. Perform internal audits and conduct operational reviews of all City departments. Supervise and participate in the posting, balancing and reconciliation of the general ledger and subsidiary. Control budget for various City departments and projects, determining 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. Prepare fund balance projections. Audit business enterprises to assure that license fees, utility and occupancy taxes, and interest payments are proper and in compliance with City ordinances and contracts. Monitor and report on the status of State and Federal grants. Assist departmental personnel with budget activity, proper expenditure coding, document preparation, and other accounting related activities. Assist in annual budget preparation. Supervise and train assigned staff. Promote and maintain safe work practices in the workplace. 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
ACCOUNTING OFFICER (continued)**

QUALIFICATIONS

Knowledge of:

Accounting and auditing principles and practices. Principles of financial administration, including budgeting and reporting. Principles of governmental accounting. Modern office practices and procedures, methods and equipment. Principles of supervision, training, and performance evaluation.

Ability to:

Examine and verify financial documents and reports. Prepare a variety of complex financial statements, reports, and analyses.

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 Bachelors degree from an accredited college or university with major course work in accounting, business administration, or a closely related field, plus four years of recent professional accounting, budgeting, and/or financial experience.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 2-84, REV: 2-94, REV: 8-05