

**Title:** Accountant I  
**PG:** 47  
**Status:** Civil Service  
**Position Reports to:** Assistant Finance Director/Chief Accountant  
**Department:** Finance

**Class Code:** 2001  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is professional accounting work involving the maintenance of general and subsidiary ledgers for City funds; preparing fiscal and statistical statements and reports; and other duties of a general accounting nature. Work requires some exercise of independent judgment on technical accounting and related issues; however, account classifications and overall procedures are determined by departmental procedure or by legal requirement. Work requires the ability to learn and efficiently utilize sophisticated computer application software. Work is reviewed by a technical or administrative superior for overall standards of performance and accuracy and is also subject to periodic and annual audits.

**ESSENTIAL FUNCTIONS:**

1. Sets-up accounts and cost centers within an automated, centralized general ledger system, including recording of budgets, posting parameters, and other information needed to maintain accuracy and integrity of information in that system.
2. Prepares journal entries for posting transactions to the general ledger and to make adjustments needed to maintain accuracy of financial information.
3. Reconciles the general ledger to source documents to verify accuracy of account balances.
4. Compiles or assists in the compilation of regular monthly financial statements, statistical reports and analyses, annual reports and statements, special reports and analyses.
5. Prepares workpapers and reports used to record financial transactions such as payments to vendors, remission of tax collections to other governments, issuance of accounts receivable invoices to third parties, and recording of inventories of materials and supplies.
6. Assists external auditors during annual audits, including preparation of financial statements and supporting workpaper files.
7. Aids in the preparation, balancing and monitoring of the City's annual budget.
8. Assists in the development of automated systems used to accumulate, track and report financial transactions.
9. Maintains computerized fixed asset accounting system, including entry of new purchases, dispositions, and reconciliation to general ledger.
10. Performs research projects as requested by superiors in the Finance Department.
11. Assists personnel in other City departments in solving problems of a technical accounting nature.

**ADDITIONAL RESPONSIBILITIES:**

1. Files records and distributes reports and printouts.
1. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of accounting principles and procedures, and of their application to a variety of accounting transactions and problems.
2. Knowledge of office procedures, practices, systems and equipment, as applied to financial operations.
3. Ability to apply accounting principles to the maintenance of voluminous financial and accounting transactions.
4. Ability to analyze and evaluate accounting problems and to discern those requiring policy determinations by superiors.
5. Ability to prepare financial reports and statements in accordance with generally accepted accounting principles.
6. Ability to comprehend, develop and apply skills associated with the use of sophisticated computer applications and desktop hardware systems, including the ability to readily adapt to

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changes in the use of computer programs and hardware configurations resulting from advances in computer technology.

7. Ability to establish and maintain effective working relationships with supervisors, co-workers and personnel from other departments.
8. Ability to express ideas clearly, both verbally and in writing.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):**

1. Graduation from an accredited four (4) year college or university with a degree in accounting.
2. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

**SPECIAL REQUIREMENTS:**

1. Must possess and maintain a valid home telephone number.
2. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.