

**ACCOUNTANT I
ACCOUNTANT II**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision (Accountant I) or direction (Accountant II), performs a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, and reports; performs responsible administrative and technical support relative to the planning, organizing and supervision of the activities and staff of the Accounting Division; and provides responsible staff assistance to assigned management staff.

DISTINGUISHING CHARACTERISTICS

Accountant I - This is the entry level class in the professional Accountant series. Employees at this level are not expected to function with the same amount of program knowledge or skill level as employees allocated to the Accountant II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Advancement to the "II" level is based on demonstrated proficiency in performing the assigned functions and is at the discretion of higher level supervisory or management staff.

Accountant II - This is the full journey level class in the professional Accountant series. Employees within this class are distinguished from the Accountant I by the performance of the full range of duties as assigned, working independently, applying well developed knowledge, and exercising judgment and initiative including in the preparation of financial statements in accordance with Generally Accepted Accounting Principles (GAAP) and governmental accounting standards. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and are generally filled by advancement from the "I" level, or when filled from the outside, require prior experience. Advancement to the "II" level is based on management judgment and/or certification or testing that validates the performance of the full range of job duties.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Compile, reconcile, analyze, and prepare a variety of financial statements, general and subsidiary ledgers, supporting schedules, and other financial and statistical reports; prepare work papers, financial statements, and various reports for federal and state agencies as well as for internal accounting.
2. Perform general ledger accounting, reporting, and reconciliations; prepare monthly reconciliations of City checking, investment and trust accounts; prepare general journal entries and reports based on reconciliations; coordinate with other staff in preparation for the monthly, quarterly, and annual closing of the general ledger.
3. Perform various cash management, investment, and reporting duties; prepare daily cash report; prepare monthly investment report; reconcile bank and investment accounts; coordinate with banks on issues related to the City's accounts, bank transactions, and investment activities.

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4. Participate in and assume responsibility for various departmental programs, including financial statements, general ledger, monthly statements, accounts payable, cash receipts, and payroll; conduct and prepare special studies and reports.
5. Participate in and assume responsibility for an automated office and computerized financial and information system; identify, develop and implement new automated applications as needed to facilitate effectiveness and efficiency.
6. Provide responsible, professional and technical assistance in the administration and implementation of the City's financial, auditing and purchasing functions; review warrants, invoices, purchase requisitions and accounts receivable billing requests.
7. Provide various banking needs to other departments such as check inquiry, deposit inquiry and credit card information.
8. May assist in the supervision, training and evaluation of technical and clerical personnel.
9. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles and practices of public agency financial management including general and governmental accounting, fund accounting, general ledger accounting, budgeting, auditing, and reporting functions as well as Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS).
- Principles and practices of business organization and public administration.
- Principles and practices of automated financial systems.
- Principles of municipal budget preparation and control.
- General principles and practices of data processing and its applicability to accounting and municipal operations.
- Principles and practices of purchasing and budget control.
- Principles and practices of revenue estimating and financial planning.
- Principles and procedures of record keeping.
- Principles of business letter writing and report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Examine and verify financial documents, reports, and transactions.
- Prepare a variety of budgets, financial statements, reports, and analyses.
- Analyze, post, balance, and reconcile financial data, ledgers, and accounts.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Participate in the preparation and administration of assigned budgets.
- Prepare clear and concise reports.

- Plan and organize work to meet changing priorities and deadlines.
- Work cooperatively with other departments, City officials, and outside agencies.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Accountant I

Education/Training:

A Bachelor's Degree from an accredited college or university with major course work in accounting or a closely related field.

Experience:

Some accounting experience is desirable.

Accountant II

Education/Training:

A Bachelor's Degree from an accredited college or university with major course work in Accounting or a closely related field.

Experience:

Two years experience comparable to that of an Accountant I in the City of Antioch.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Created February 1990

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Johnson & Associates This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.