

## **ACCOUNTANT I**

### **DEFINITION**

Under general supervision, to perform a variety of accounting, fiscal, and auditing in the preparation, maintenance, and analysis of City fiscal records and financial transactions; to learn City fiscal policies, procedures, and computerized fiscal management systems; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Non-exempt.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry and first working level in the professional Accountant class series. Incumbents perform a variety of accounting and auditing work requiring some knowledge and background. Incumbents may be assigned to special work areas dictated by the needs of the Administrative Services Department. This class is distinguished from the Accountant II by performing a lesser scope of fiscal management and analysis work, and the fact many of the assignments may be performed in a learning capacity while an incumbent becomes familiar with the City fiscal policies, procedures, and systems. When an incumbent demonstrates sufficient job knowledge and work skills and meets requirements, he/she may be promoted to the Accountant II level.

### **REPORTS TO**

Finance Director.

### **CLASSIFICATIONS SUPERVISED**

This is not a supervisory class.

### **ESSENTIAL FUNCTIONS**

In a training, learning, and basic working capacity, performs accounting work in the establishment and maintenance of City fiscal records; maintains a variety of ledgers and journals; reviews fiscal records to ensure proper disbursements of funds; maintains and balances revenue information; may oversee employee insurance administration; audits financial records and prepares information for final audits; prepares a variety of financial reports and statements; assists with the development and control of City budget information; may oversee and coordinate City payroll functions; performs special financial analysis assignments; may coordinate balancing of City cash accounts with the banks; may coordinate posting of journal entries; reconciles problem accounts; may be assigned to review contact fiscal administration; serves as a liaison with other government agencies, auditors, and the public; provides first line contact with contract auditors, preparing and providing documentation for the annual audit; performs

verification of draft financial audit reports; performs adjusting entries after verification as requested in audit reports; provides other City staff with a variety of information regarding fiscal processes and procedures; and learns the City's computerized financial management, revenue, utility billing, and payroll systems. May be required to attend night and weekend meetings.

**TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, radio, and FAX.

**TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; continuous contact with other staff and the public.

**MINIMUM QUALIFICATIONS****Knowledge of:**

- General accounting theory, principles, and practices and their application to a variety of accounting transactions and problems.
- Government cost accounting and budgeting.
- Auditing theory, principles, and techniques and their application to government finance.
- Principles of accounting classification.
- Budget development and control.
- Computerized spreadsheet, database, and word processing software.

**Ability to:**

- Perform a variety of accounting and financial transaction work.
- Learn the City's computerized financial management, payroll, and utility billing systems.
- Proficiently use a variety of computerized spreadsheet, database, and word processing software.
- Analyze and evaluate financial information, researching and gathering appropriate information to resolve problems.
- Monitor and update fiscal records.
- Prepare a variety of financial reports and statements.
- Gather, organize, analyze, and present a variety of information.
- Make mathematical calculations quickly and accurately.
- Learn and use a computerized financial management system.
- Effectively represent the City and City Administrative Service Department in contacts with the public, other city staff, and other government agencies.
- Establish and maintain cooperative working relationships.

**Training and Experience:**

- Three (3) years of professional experience in financial accounting or auditing work.

**SPECIAL REQUIREMENTS**

- None

**Education:**

- Graduation from an accredited college or university with a Bachelor's degree in business administration, accounting, finance, or closely related field including the equivalent of 12 semester units of college course work in elementary and advanced accounting, auditing, cost accounting, and business law..

**License:**

- Possession of valid California driver's license.

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