

## **PROJECT ACCOUNTANT/SUCCESSOR AGENCY ASSISTANT**

### **DEFINITION**

Under general direction, to perform a variety of accounting, fiscal analysis, and auditing in the preparation, maintenance, and analysis of City fiscal records and financial transactions; to prepare and maintain a variety of complex financial statements and reports; to coordinate an assigned area such as capital projects cost, developer impact fees, assessment districts, grants, and budget review and development; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Non-exempt. Bargaining Group: Clerical Unit.

### **DISTINGUISHING CHARACTERISTICS**

This is a journey level classification. Incumbents perform a variety of accounting and auditing work requiring substantial knowledge and background. Incumbents may be assigned to oversee and coordinate a special work area as dictated by the needs of the Community Development Department.

### **REPORTS TO**

The management position which is responsible for the service area to which the position is assigned.

### **CLASSIFICATIONS SUPERVISED**

Incumbents may provide work direction and coordination for support staff.

### **ESSENTIAL FUNCTIONS**

As Successor Agency Assistant, the position performs a variety of responsible administrative/analytical tasks in the collection and organization of data concerning former redevelopment agency operations and activities as well as providing support to the Oversight Board of the former agency.

Assists in preparation of and monitoring of department's annual budget; prepares miscellaneous billing statements; monitors grant compliance, special districts, and impact account; prepares and maintains tracking system of revenue and expenditures for special districts, capital projects, enterprise funds, and impact fees; prepares and maintains general and subsidiary accounts and ledgers and supporting financial records; prepares, maintains, and verifies a variety of complex and comprehensive accounting, financial, and statistical records, ledgers, logs, and files; gathers, assembles, tabulates, enters, checks, verifies, balances, adjusts, records, and files financial data; codes data according to prescribed accounting procedures; reviews information to ensure accurate reporting; resolves discrepancies; establishes and

maintains various files and records; prepares a variety of comprehensive financial, accounting, and statistical statements, analyses, documents, and reports; assists other staff in the preparation of reports and recommendations including gathering, organizing, and analyzing data; prepares difficult financial, accounting, budgetary, and statistical studies and reports; balances and reconciles various statements and accounts; analyzes accounts to determine accuracy of records; researches, compiles, and prepares reports for higher-level staff as requested; utilizes various computer programs and applications; enters and maintains data; generates reports from database or in-house system; creates spreadsheets and generates reports using spreadsheet software; creates documents using word processing software; oversees work flow and the systematic keeping of complete and accurate records; performs a variety of professional accounting work in the establishment and maintenance of City fiscal records; reviews fiscal records to ensure proper disbursement of funds; maintains revenue information; audits financial records and prepares information for final audits; prepares a variety of financial reports and maintains contract fiscal administration; may provide work direction, coordination, and training for support staff in the assigned City department; serves as a liaison with other government agencies, auditors, and the public; monitors and reports on status of grants; reviews and audits grant contracts, amendments, and other documents to ensure grant compliance; and provides other City staff with a variety of information regarding fiscal processes and procedures. 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 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, and FAX.

**TYPICAL WORKING CONDITIONS**

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

**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 account classification.
- Budget development and control.
- Computerized spreadsheet, database, and word processing software.
- Principles of work direction, work coordination, and training.

**Ability to:**

- Work independently to meet specific annual goals and objectives with limited supervision.
- Successfully handle multiple assignments.
- Interpret and apply appropriate governmental and accounting rules and regulations.
- Recommend, develop, implement, and evaluate effective accounting systems and controls.
- Perform a variety of accounting and financial transaction work.
- Work with and utilize the City's computerized financial management, payroll, and utility billing systems in performing a variety of fiscal work.
- 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.
- Provide lead direction, work coordination, and training for other staff.
- 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.
- Effectively represent the City and assigned City 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 increasingly responsible professional experience in governmental or financial accounting or auditing work including one (1) year of increasingly responsible experience with the City of Atwater.

**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. Education requirement may be substituted with equivalent years of experience.

**License:**

- Possession of a valid California driver's license.

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