

JOB DESCRIPTION

Accountant

DEPARTMENT: Finance

DATE: March 2016

SUMMARY: Under basic supervision, performs a variety of standard accounting and technical review functions in the maintenance of accounting records for City departments, programs, and special funds.

DISTINGUISHING CHARACTERISTICS:

This is a fully qualified journey-level professional classification. This classification is responsible for performing professional accounting work. This classification differs from the Senior Accountant in that the latter position has leadership and management responsibility over Finance department staff.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs basic accounting activities, including general ledger, accounts payable and receivable, payroll, grants, and special funds; performs work in compliance with state and federal regulations, City policies and procedures, and government accounting standards.
- Maintains and reconciles accounting records, researches financial issues, and resolves discrepancies within scope of authority and training; duties may vary according to job assignment.
- Maintains financial records and associated accounting systems; processes transactions, updates accounts, compiles documentation, and generates reports; reviews and validates data; maintains additional accounting and technical transaction databases as needed; reviews and processes payroll data
- Compiles, summarizes, and analyzes financial data, and prepares and files special financial reports.
- Monitors accounting documents for accuracy, completeness, and compliance with City policies and practices;
- Supports the relationship between the City of Monterey and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains discretion regarding the preservation and non-disclosure of confidential work-related issues, City intellectual property and City information; performs other related duties as required or assigned within the scope of the job.

KNOWLEDGE AND SKILLS:

Knowledge:

- City policies and procedures.
- State and federal laws, statutes, rules, and regulations governing municipal accounting functions.
- Generally Accepted Accounting Principles for Public Sector financial management.
- Business and personal computers, and financial spreadsheet software applications.

Skill in:

- Interpreting and applying state and federal accounting rules and regulations, and City policies.
- Monitoring financial documents, and assuring compliance with regulatory requirements.
- Reviewing interrelated financial and technical records, and identifying and reconciling errors.
- Establishing and maintaining effective working relationships with co-workers.
- Communicating effectively verbally and in writing.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Accounting Public or Business Administration, or a closely related field; AND two years' experience in government accounting; OR an equivalent combination of education and experience.