

ACCOUNTANT

DEFINITION

This is the advanced level positions, just below mid management. Perform very complex and extremely responsible accounting and administrative work in all areas within the City Finance Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Finance and/or Accounting Manager.

EXAMPLES OF ESSENTIAL FUNCTIONS - *Essential functions may include, but are not limited to, the following:*

May provide guidance to other support staff; assists with specialized assignments within the Finance Department; provides specific technical coaching and training to staff as necessary;

Prepares and maintains complex financial and statistical data for the City of Oroville/Oroville Redevelopment Agency/OPFA.

Researches, compiles and prepares data for studies, reports and recommendations.

Performs advanced technical accounting work in all assigned area(s).

Sets up accounts, prepare and maintains journals, ledgers and related documents.

Balance accounts/monitor budgets monthly and prepare necessary reports.

Review source documents for compliance with all applicable Federal, State and City of Oroville rules, regulations and ordinances.

Ensures accounts are maintained in accordance with pertinent laws, regulations, rules, policies, procedures and agreements.

Implements financial controls as required to ensure fiscal accountability.

Assists Director of Finance and/or Accounting Manager with various investment accounting activities.

Assists Director of Finance in monitoring and maintaining the City's primary computer networks.

Prepares periodic and special reports and spreadsheets for the City, state and federal agencies.

Prepares financial records and reports in accordance with grant requirements.

CITY OF OROVILLE

Enters financial, statistical and other data into computer for record-keeping and reporting purposes; may assist in administering specific computer systems, software and related databases.

Communicates with officials and staff of other departments to obtain and relay information.

Prepares information and monitors year-end closing procedures for the annual audit.

Completes special projects as assigned.

Receives and responds to inquiries, concerns and complaints regarding department functions and activities; assists customers as required and provides professional customer service at all times.

Cross-trains to perform duties of the accounting technicians as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Pertinent federal, state and local laws, codes, ordinances and regulations.

City and department policies and procedures.

Governmental accounting principles, practices and mathematics used in various business applications.

Data processing procedures pertaining to financial record-keeping operations.

Financial record-keeping and reporting.

Standard clerical practices and procedures.

Modern office practices and technology, including the use of computers for word and data processing and spreadsheet applications.

Methods and techniques of effective report preparation.

English usage, spelling, grammar and punctuation.

Safe work practices.

Ability to:

Learn, understand and apply pertinent City policies and procedures, and federal, state and

local laws, rules and regulations.

Perform complex and/or specialized technical accounting and bookkeeping work in assigned area of responsibility.

Perform duties with considerable independent judgment, speed and accuracy.

Prepare clear and concise financial or statistical statements and reports.

Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.

Understand and follow complex oral and written instructions.

Type accurately at speeds necessary for successful job performance.

Use computers effectively for word and data processing.

Perform work effectively despite frequent interruptions and the pressure of deadlines.

Analyze problems that arise in areas of responsibility and make sound recommendations.

Use computer programs for financial / administrative record-keeping and reporting.

Perform mathematical computations with accuracy.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience:

Three years of increasingly responsible clerical and/or technical accounting experience, preferably in a local governmental agency.

Education:

High school diploma or GED equivalent and an AA degree in accounting, or related field. One year additional experience and upper level accounting courses or two years additional experience may be substituted for the degree.

Additional Requirements:

Possession of a valid California driver's license.

Ability to be bonded.

TYPICAL WORKING CONDITIONS

Work typically is performed in a normal office environment.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move objects weighing up to 25 pounds; use hands to finger, handle or feel objects, tools, or controls. Must be able to maintain effective audio-visual discrimination and perception, needed for making observations, communicating with others, reading and writing, and operation of office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.