

ACCOUNTANT I

NATURE OF WORK

This is professional accounting work in the maintenance, review, and analysis of fiscal records.

Work involves responsibility for independently maintaining accounting records, collecting and recording detailed municipal fiscal records. An employee in this class may assist higher level employees with more complex accounting and/or auditing functions. Work requires independent judgment on technical accounting problems, but classifications and procedures are determined by departmental regulations or legal requirements. Work is reviewed by an administrative superior for adherence to overall standards of performance and is subject to periodic audit. Supervision may be exercised over subordinate employees.

EXAMPLES OF WORK PERFORMED

Maintains records of federal/state grant funds allocated to a city department.

Maintains accounting records for city departments.

Compiles and calculates data in the preparation of departmental reports; prepares monthly, quarterly and annual reporting.

Coordinates or assists in departmental budget preparation and maintains fiscal records of budgetary expenditures.

Assists with contract administration within the department.

Assists in establishing, implementing, and monitoring internal account control procedures.

Maintains fixed asset records for department records; assists the Finance department with accounting of fixed asset records for entity wide accounting.

May supervise accounts payable and accounts receivable staff.

Gathers information for the preparation of financial footnotes and prepares the footnotes for Annual Financial Report.

Assist in a variety of accounting functions as needed in General Accounting, Enterprise Accounting, Payroll, Procurement, Encumbrance Accounting, Budget, Audit, or Fiscal Management for city activities.

Maintains regular and reliable attendance.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of professional or governmental accounting principles and procedures.

Knowledge of modern office practices, procedures, equipment and standard clerical techniques.

Ability to apply professional accounting principles to the maintenance of fiscal and accounting records.

Ability to maintain a variety of accounting records and reports.

Ability to compile, calculate, and analyze data necessary for the completion of fiscal reports.

Ability to perform detailed work involving written or numerical data, and to make arithmetic calculations rapidly and accurately.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in accounting or business and six months of experience in accounting procedures; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

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