

CITY OF RIVERBANK

ACCOUNTANT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs professional and para-professional level accounting duties assigned, including general accounting, cashiering, payroll, bank reconciliations; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Accountant** is the journey level classification in which incumbents are expected to perform the full scope of professional accounting duties with minimum supervision. Successful performance requires a thorough knowledge of governmental accounting procedures and the ability to exercise sound independent judgment. This classification is distinguished from the next higher classification of Director of Finance/Treasurer in that the latter has overall responsibility for the Finance Department.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Director of Finance/Treasurer. May exercise functional and technical supervision over lower level staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs professional and para-professional level accounting duties assigned, including general accounting, cashiering, payroll, and bank reconciliations.
- Provides customer service over the front counter and by telephone.
- Participates in the operation of automated financial management systems; reconciles postings from accounts payable, cash receipts and accounts receivable to the general ledger; prepares journal entries.
- Prepares and maintains the daily cash flow; prepares and reconciles monthly bank statements; prints financial reports; creates and inputs general and subsidiary ledger entries; creates journal entries.
- Receives and reviews payroll records; verifies timesheets; enters payroll into the City's system; processes, calculates and posts a variety of payroll actions, including wage garnishments, benefits withholding, overtime hours, and Workers' Compensation claims; prepares, balances and corrects payroll reports; makes permanent payroll employee changes to benefits, taxes, addresses, deductions, accruals, and add pays; prepares payroll and all related payroll reports, including deposits, social security, income tax withholding, other reports, and W-2's; balances and prepares payroll taxes.

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- Prints reports and payroll checks; stuffs and inserts payroll checks and distributes them to appropriate departments; delivers mail to the post office.
- Creates and maintains a variety of spreadsheets, files and records.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Accountant**. A typical way of obtaining the required qualifications is to possess one year of accounting related experience, and a bachelor's degree in accounting, finance, business administration, or a related field.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Generally Accepted Accounting Principles (GAAP) and Basic Principles of Accounting as applied to Governmental Accounting Standards (GASB); principles and practices of municipal government accounting, and payroll; principles and practices of automated financial systems; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Examine and verify financial documents, reports and transactions; prepare a variety of financial statements, reports and analyses; analyze, post, balance and reconcile financial data, ledgers and accounts; prepare the City's payroll and all related functions; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard office equipment, including a computer and variety of word processing and software applications, including financial and accounting programs.