

**CITY OF GLENDORA
ACCOUNTANT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, performs technical and professional accounting duties including financial reporting, budget, auditing, grants, and general ledger entries. Participates in all of the accounting activities for the City and Redevelopment Agency; analyzes and evaluates financial records; performs related duties as required.

CLASS CHARACTERISTICS

This class is a single position class distinguished from the Accounting Technician in that the Accountant class is required to perform the full range of professional accounting duties that require application analysis and interpretation of accepted accounting principles and practices.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

1. Prepares a variety of detailed accounting, statistical, and/or narrative financial statements or reports requiring analysis and interpretation of source data; does analysis of fiscal transactions to ensure conformity and compliance with GAAP, City/Agency codes and ordinances, and state and federal requirements. (a b c e g h i j)
2. Conducts and/or coordinates internal/external audits of financial records; examines, analyzes and verifies documents to ensure adherence to established internal controls and accepted professional standards. (a b c e g h i j)
3. Performs duties related to the City's fixed assets program; maintains and updates asset records; tracks additions, deletions, and transfers to departments of fixed assets for all funds; calculates depreciation expense based on asset type. (a b c e f g i j)
4. Prepares journal entries and adjustments to the general and subsidiary accounting ledgers; assists in closing the City's financial records at the end of the accounting period. (a b c e g h i j)
5. Performs complex bank account reconciliations, verifying accuracy of recorded transactions; prepares related worksheets and other schedules. (a b c e g h i j)

6. Assists in the implementation of new accounting policies and procedures.(a b c d e g h i j)
7. Assists in monitoring budgets for various City departments and projects; determines if funds are available and expenditures are properly classified; researches and analyzes transactions to resolve budget problems; assists in annual budget preparation. (a b c e g h i j)
8. Assists department personnel with proper expenditure coding, document preparation and other accounting related activities. (a b c e g h i j)
9. Prepares all grant reports and monitors grants for compliance with regulatory agencies. (a b c e g h i j)
10. Assists Assistant Finance Director in special research projects and technical studies. (a b c d e f g h i j)
11. Performs all related duties and responsibilities as assigned. (a b c d e f g h i j)
12. Acts as liaison between City departments and Finance. (d h)
13. Acts as temporary relief for payroll function as required. (a b c e g h i)

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- a. Understand, interpret, and apply the fundamental principles, procedures and techniques of governmental accounting, and auditing of financial records and transactions.
- b. Understand, interpret and apply applicable laws, regulations, procedures and process governing the receipt, expenditure and accountability of municipal funds.
- c. Be proficient in information systems application and usage in an accounting environment, including Microsoft Office (Excel & Word) in a mainframe environment.
- d. Analyze, interpret and explain department policies and procedures.
- e. Analyze and interpret financial and accounting records, and draw logical conclusions.
- f. Update and implement accounting systems and procedures.
- g. Prepare varied and complex financial statements, reports and analyses while being concise and accurate.

- h. Communicate effectively both orally and in writing at all levels of the organization. Establish and maintain effective working relationships.
- i. Work independently and/or follow verbal and written directions.
- j. Operate common office equipment.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

A Bachelor's degree or equivalent with major work in public or business administration, accounting, or other related field and one year experience related to municipal accounting.

Knowledge and Skill Levels

Considerable knowledge of the principles and practices of accounting and auditing, with emphasis on governmental accounting and budgeting; data processing applications related to accounting and budgeting procedures and practices; general office procedures.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.