



ACCOUNTANT

DEFINITION

Under general direction, performs a variety of complex financial duties requiring extensive knowledge of accounting records, transactions and reconciliations and provides customer service.

SUPERVISION EXERCISED

Trains and provides functional supervision of subordinate staff.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Answer inquiries from the public, both in person and over the phone, providing fiscal information and explaining procedures.

Coordinate the work of subordinates and participate in the maintenance and reconciliation a variety of ledgers, reports and records ensuring accuracy and journal entry postings.

Prepare and coordinate preparation of a variety of fiscal reports, statements and schedules.

Participate in preparation of Comprehensive Annual Financial Report.

Participate in preparation of annual budget and make budget adjustments as required.

Perform bank account reconciliations, cash flow analyses and related banking activities.

Coordinate and assist with financial audits and year-end closing of financial records.

Generate and review financial reports, Wilderness Preserve Foundation tax return and participate in grant and other funds audits.

Participate in financial record keeping and reporting for the Successor Agency.

Analyze procedures recommending improved methods, resolves and/or recommends resolutions of system and process deficiencies.

Serve as staff resource providing support assistance to managers and staff.

Conduct special projects and studies.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Standard office procedures, methods and computer equipment.

Fiscal record keeping, payroll, cashiering, business license, journal entries, accounts receivable, accounts payable, and billing.

Accounting and financial record keeping, principles, procedures and methods and their application to projects and activities.

Principles and practices of payroll administration including Federal and State payroll tax reporting requirements and business license processes and procedures.

Principles and practices of employee supervision, training and evaluation.

Principles and practices of municipal budget preparation and control.

Applicable Federal, State and local laws, codes and regulations.

Automated financial management and accounting systems.

Techniques used in dealing with the public and customer service.

Ability and Skill to:

Operate office equipment including computers, copying machines and phone systems.

Independently perform the most difficult technical accounting and financial projects and activities.

Plan, organize, review the work of and train and supervise subordinate staff.

Respond to questions from the public and staff.



Interpret and apply policies, procedures, laws, codes and regulations pertaining to municipal accounting, budgeting and related functions.

Analyze problems, identify solutions, project impacts of proposed actions and impellent recommendations.

Interpret and apply accounting principles and procedures to maintain control of records, financial statements and databases; research, collect, compile and analyze information and data.

Apply accounting principles in the maintenance of governmental financial and accounting transactions.

Research, collect, compile and analyze information and data and organize work to meet schedules and timelines.

Prepare, examine and verify financial documents, statement, reports and analyses.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

BA/BS degree in business, accounting or related field and three (3) years increasingly responsible experience in municipal accounting. CPA highly desirable.

LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License and a good driving record.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person



Ability to prepare reports, perform mathematical calculations, count money and sort/file documents

Ability to sit for two hours at a time

Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

