

ACCOUNTANT

DEFINITION

To perform a variety of professional accounting duties related to preparing financial statements, reviewing and reconciling fiscal records, and monitoring financial transactions in accordance with prescribed accounting systems and generally accepted principles of accounting and auditing.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Accountant series. Employees within this class are distinguished from Accounting Technician series by the independent performance of the full range of accounting duties as assigned. Incumbents are expected to work with independence on more varied and complex assignments, and have a thorough knowledge of governmental accounting principles and practices. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. The Accountant is distinguished from the Senior Accountant, which has direct supervisory responsibilities for staff and activities, more in-depth accounting experience, and is assigned the more complex accounting projects.

SUPERVISION RECEIVED

Reports to and receives direction from the Senior Accountant, or designee.

SUPERVISION EXERCISED

Provides direction to the technical and accounting support staff.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Prepare or review journal entries; perform bank reconciliations and reconciliations of general ledger control accounts with subsidiary accounts.

Contribute to the preparation of the City's cost allocation plans in compliance with federal regulations, and prepare budgeted cash transfers for internal costing and charging purposes.

Maintain and update records for the City's fixed asset group of accounts in accordance with Governmental Accounting Standards Board (GASB) valuation, quality assessment, and reporting requirements.

Coordinate audits with external auditors and other governmental agencies.

City of Hayward

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Assist in the preparation of annual financial reports, grant reporting, and the City's Comprehensive Annual Financial Report (CAFR); review, reconcile, and prepare annual audit schedules and adjusting journal entries.

Examine and analyze accounting transactions to ensure accuracy; correct financial records as necessary; analyze, verify, and prepare various financial reports and statements; assist in monitoring various accounts and verify availability of funds and accurate coding and classification of expenditures; research and analyze transactions to resolve problems.

Update and maintain the City's long-term debt payment schedules, ensure debt service payments are made in a timely manner, and assist with annual disclosure reporting.

Prepare quarterly sales and payroll tax returns accurately and in a timely manner.

Recommend or implement changes in accounting and auditing systems and procedures; participate in operating a variety of automated office and computerized financial information systems and test various budgetary accounting programs.

Assist in research, education, and implementation of new Government Accounting Standards Board Statements.

Answer questions and provide information to the public and City departments; research requested information and make recommendations in response to inquiries and/or complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

#### JOB RELATED AND ESSENTIAL QUALIFICATIONS

##### Knowledge of:

Generally accepted accounting and auditing principles for municipal governments, including fund accounting.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Effective oral and written presentation techniques and practices.

Financial reporting and payroll processes.

#### JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Knowledge of (continued):

Pertinent local, state and federal laws, rules and regulations, especially as related to accounting, auditing and payroll.

Principles and practices of good customer service.

Principles and practices of work safety.

Ability to:

Use automated financial management systems.

Learn applicable local, state, and federal laws, rules and regulations, especially as related to accounting and auditing.

Examine and verify a wide variety of financial documents and reports.

Prepare a variety of routine financial statements, reports and analyses.

Use a variety of personal computer applications in word processing, spreadsheet, database, and graphic presentation.

Maintain confidentiality of information.

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

Work with various cultural and ethnic groups in a respectful, tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Independently apply accounting principles to the maintenance and reporting of financial and accounting transactions and audit of financial records.

Monitor accounting activities relative to compliance with local, state, and federal requirements and professional standards.

Prepare effective oral and written presentations.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two (2) years of professional accounting experience.

Education: Possession of a Bachelor's degree from an accredited college or university with major course work in accounting, finance, or a related field.

License and Certificates: Possession and maintenance of, or ability to obtain, a valid Class C California driver's license may be required.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop, and safely lift and move equipment and material weighing up to 25 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical, and complex documents, interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

XXXCS12

Created July 2013

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AAP GROUP: 4

FPPC STATUS: Designated

FLSA STATUS: Exempt