



JOB DESCRIPTION

Accountant

Date Prepared: March 2014

Class Code: 1240

SUMMARY: Under basic supervision, performs basic accounting work in maintaining the general ledger accounts for the Finance Department, including recording, accounting, reconciling, and reporting of financial and technical transactions for City funds and assets.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Processes accounting documents and technical transactions in compliance with all applicable rules, regulations and procedures; duties may vary according to work assignment.
- Records financial activities; posts journal entries, payroll expenditures, and receipts; reviews accounting files and records, and researches and resolves discrepancies.
- Reviews, approves, and posts documents and computer accounting entries; performs technical accounting activities, including general ledger maintenance, revenue tracking, reconciliations, special fund accounting, capital assets, and financial reporting; performs duties within scope of authority and training, and in compliance with City policies and quality standards; duties may vary according to job assignment.
- Reviews, reconciles, and processes bank statements, cash balances, and employee special accounts.
- Maintains financial records and associated filing systems; enters data into computer systems; verifies coding, processes transactions, updates accounts, compiles documentation, and generates reports; reviews and validates data; maintains additional accounting and technical transaction databases as needed.
- Compiles, summarizes, and analyzes financial data, and prepares and files special financial reports.
- Reviews and approves payroll data; assists with payroll processing functions
- Reviews source documents for compliance to rules and regulations; determines proper handling of financial and technical transactions within designated limits.
- Processes requests for information, and attempts to resolve them by researching files and records; explains rules, policies, and procedures; explains the proper use and completion of forms and documents; refers matters requiring policy interpretation to supervisor for resolution; coordinates solution of customer service issues with other department staff, and effectively communicates customer service issues.
- Performs technical research activities and special projects.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Accounting, or related field; AND two years of accounting and computer experience.

Knowledge of:

- City organization, operations, policies, and procedures.
- Generally Accepted Accounting Principles for public sector financial administration.
- Applicable state and federal statutes, rules, codes, and regulations governing public sector accounting functions.
- Customer service standards and protocols.
- Business computers and standard MS Office software applications.

Skill in:

- Understanding and applying City accounting standards, policies and procedures.
- Maintaining accurate and inter-related accounting records, and identifying and reconciling errors.
- Reviewing, correcting, and updating financial information and mathematical calculations.
- Performing mathematical calculations with skill and accuracy, and maintaining electronic records and files.
- Meeting critical time deadlines.
- Explaining accounting rules and regulations, and City policies and procedures.
- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with the public.
- Establishing and maintaining cooperative working relationships with co-workers.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.