

**CITY OF MILLBRAE
CLASSIFICATION SPECIFICATION**

**ACCOUNTANT
FEBRUARY 2019**

DEFINITION

Under general supervision, performs a variety of professional and technical accounting work including the day-to-day maintenance of accounts and financial records; assists with financial system administration; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Accountant is the working level in the professional Accountant class series. Incumbents perform a variety of professional accounting work of moderate difficulty that requires independent judgement. This class is distinguished from the Accounting Technician in that the Accountant performs professional accounting work. This class is distinguished from the Supervising Accountant in that the Supervising Accountant may provide supervision to lower level staff.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from higher-level accounting and finance staff. May provide lead direction, work coordination, and training to lower level clerical and/or technical staff in the Finance Department.

DUTIES AND RESPONSIBILITIES

The duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the position.

- Assists in the control, operation, and maintenance of manual and computerized financial systems; serves as a financial system administrator and provides support to end users of financial systems;
- Reviews, researches, and analyzes accounting reports and documents and implements accounting procedures that comply with Generally Accepted Accounting Principles (GAAP);
- Prepares bank, daily cash deposits and third-party financial institution statement reconciliations; prepares and reconciles Daily Cash Deposit Worksheet;
- Prepares, processes and creates journal entries, recurring entries and adjusting entries; posts, balances, and reconciles general ledger and subsidiary accounts; assists in the maintenance of the general ledger and accounting procedures to ensure compliance with GAAP;
- Maintains and monitors miscellaneous accounts receivable; reconciles data between the financial system and agreements and schedules;
- Provides data to auditors for year-end audit; responds to questions and requests from auditors;
- Responds to internal inquiries, providing information on transactions, account balances, and other items requiring clarification;
- Assists in year-end closing procedures by preparing journal entries, soft closing purchase orders, reviewing financial reports, and verifying account balances;
- May assist in the preparation, balancing and/or monitoring of the City's annual budget;

- May provide lead direction, work coordination, and training, as assigned; and
- Performs related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of: Generally Accepted Accounting Principles (GAAP), techniques and practices of governmental accounting; Government Accounting Standards Board (GASB) pronouncements, auditing and fiscal management; cost accounting; modern office methods, procedures and equipment; financial administration, budgeting and reporting; financial research and report preparation methods and techniques; applicable Federal and State and local laws, regulations, and ordinances; automated financial systems and their application and modern office machines; data processing and its application to government accounting and operations; computer applications related to the work, including automated accounting/financial systems, word processing, database, presentation, graphics, and spreadsheet applications; operation and application of personal computers and software applications; report and business letter writing including the standard format for reports and correspondence; research techniques and practices; appropriate human interactions in the work place; the English language including reading, writing and spelling.

Ability to: Analyze data and draw sound conclusions; accurately and thoroughly maintain a wide variety of records; learn, understand and interpret complex accounting procedures, information, terminology, policies and procedures; prepare clear, concise, comprehensive and accurate reports; understand, interpret and apply complex regulations or procedures; learn and effectively operate applicable computer equipment and associated programs and applications; effectively communicate orally and in writing with all levels of staff and the public; provide accurate information; establish and maintain effective working relationships with those contacted in the course of the work; prepare financial statements, reports and analyses; examine, verify and prepare financial information; learn and apply Federal, State and local laws, ordinances and regulations related to the work; make sound decisions and recommendations consistent with the requirements of the job.

EDUCATION AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities. A typical way would be:

Education: Equivalent to graduation from an accredited college or university with a Bachelor's degree in accounting, finance, public or business administration or a closely related field.

Experience: One (1) year of technical or professional accounting, financial or directly related experience. Previous experience in governmental accounting is desirable.

Licenses: None

SPECIAL REQUIREMENTS:

Speak clearly and understandably; ability to work in a standard office environment and use computer software applicable to the job; physical stamina and mental alertness to work additional hours to meet deadlines; hear and speak well enough to converse by telephone and in person, and be clearly understood.