

CITY OF SCOTTS VALLEY

**CLASS SPECIFICATION
ACCOUNTANT I**

JOB PURPOSE

To perform technical and basic professional accounting functions in the maintenance of the City's accounting system; to assist with the development of financial statements and reports; and to assist with the analysis and verification of fiscal records. Employees in this job class receive close supervision within a framework of standard policies and procedures. Employees in this job class direct, coordinate, and monitor the work of clerical support staff as assigned. This job class is responsible for performing entry level technical/professional accounting work and for assisting in the more complex accounting functions. This job class functions at the entry level in the professional accounting series.

EXAMPLES OF DUTIES

Essential Duties:

- ~ Researches, calculates, and prepares a variety of fiscal reports and statements as assigned including tax returns, bank reconciliations, claims for refunds, and billings;
- ~ Assists in the preparation of a variety of financial statements and reports including balance sheets, cash flow statements, schedules, etc.;
- ~ Analyzes and verifies a variety of fiscal records; prepares summary reports;
- ~ Trains and directs the work of assigned accounting clerical staff;
- ~ Assists in maintaining the general ledger and supporting journals;
- ~ Oversees and monitors a variety of day-to-day clerical record keeping functions including parking ticket processing, license renewals, tax and license collections;
- ~ Assists in budget development and administration;
- ~ Monitors grants; analyzes records, prepares related reports, and assists with budgets;
- ~ Reviews requisitions for sufficient funds; assigns account numbers and prepares requisitions;
- ~ Monitors revenues; reviews accounts for accuracy, and prepares summary report;
- ~ Coordinates accounting activities with data processing systems;

Marginal Duties:

- ~ Performs related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Education, Experience and Licenses: Any combination of training and experience which would provide the required knowledge and abilities is qualifying; or a degree in Business Administration with emphasis in accounting.

Ability to: Perform a wide variety of technical accounting and ledger assignments; analyze and evaluate accounting and ledger problems; ensure the accuracy of postings to accounting journals and ledgers; prepare and/or assist in the preparation of a variety of financial reports and statements; provide advice, guidance, and consultation to others concerning financial and accounting records and information; provide training for account clerk personnel; coordinate accounting systems with electronic data processing of information and reports; establish and maintain effective work relationships with those contacted in the performance of required duties.

Knowledge: Accounting theory, principles, and practices, and their application to a wide variety of accounting transactions and problems; principles of account classification; general knowledge of electronic data processing and its application to financial analysis and recordkeeping.

CITY COUNCIL APPROVED: August 21, 1991