

## **ACCOUNTANT I**

### **SUMMARY/PURPOSE**

Maintain, examine, and report accounting and financial management records in an assigned functional area to ensure that revenues are receipted and expenditures are made in accordance with applicable laws and regulations.

### **DISTINGUISHING FEATURES OF THE CLASS**

Employees at this level are distinguished from the Accountant II level by the amount of guidance and instruction needed to perform duties as assigned and are not expected to function with the same amount of program knowledge, proficiency, or skill level as positions allocated to the Accountant II. Positions at this level exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in details as they arise.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
2. Perform basic financial activities in the area of accounting.
3. Prepare journal entries to record financial activity.
4. Prepare financial reports (monthly and annually) as needed for assigned funds.
5. Reconcile accounts to ensure accounts are in balance and properly reported.
6. Assist with preparation of Comprehensive Annual Financial Report under direction of the City Auditor.
7. Assist in preparation of annual budget for assigned funds.
8. Perform basic financial activities in the areas of cash management.
9. Monitor and record daily banking and investment activity.
10. Calculate daily liquidity needs for City.
11. Analyze and make investments in accordance with state guidelines and city policies under the direction of the City Auditor.
12. Handle daily banking and cash management activities.
13. Other duties may be assigned.

### **JOB REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
  - A. A two-year degree in accounting with two years of accounting experience or a four-year bachelor's degree in accounting.
  - B. Prior experience not required (with four-year accounting degree).
2. Knowledge Requirements
  - A. Knowledge of accepted office practices and procedures.
  - B. Knowledge of basic computer operations and spreadsheet applications.
  - C. Knowledge of modern accounting methods and procedures.
3. Skill Requirements
  - A. Skill in operating standard office equipment.
  - B. Skill in communicating effectively, both orally and in writing.

4. Ability Requirements

- A. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- B. Ability to perform mathematical calculations with speed and accuracy.
- C. Ability to systematically perform detailed work.
- D. Ability to organize and prioritize work.
- E. Ability to read and interpret statistical data and computer records.
- F. Ability to establish and maintain effective working relationships with City employees and officials, public agencies, private businesses, and the general public.
- G. Ability to utilize computer software and learn the City's financial computer systems.

5. Physical Ability Requirements

- A. Ability to transport oneself to, from, and around sites of projects, and other assignments.
- B. Ability to reach for files in high or low file drawers.
- C. Ability to perform sedentary work (defined as lifting 10 pounds maximum and occasionally lifting and/or carrying articles such as dockets, computer reports, and ledgers).
- D. Ability to attend work on a regular basis.

HR: LD	Union: Basic	EEOC: Technician	CSB: 09/10/2020	Class No:
WC: 8810	Pay: 130	EEOF: Admin/Finance	CC:	Resolution: