



Job Title: **Accountant I/II (Payroll)**
Department: Finance
Date: June 1, 2021
 Exempt
FLSA Exemption: Administrative/Executive
Job Reports To: Senior Accountant
Pay Grade: I=14/ II=16
 Full Time

Job Description

Summary/Objective

Under general supervision, performs professional accounting duties in the analysis, preparation and maintenance of a variety of accounting and financial records and reports for various City accounts and funds which may include the general ledger, payroll, utility billing, and business licensing; and performs other related duties as assigned.

Accountant I is the entry level class of professional accounting staff that performs, under close supervision, gradually working more independently as knowledge and skills increase. Accountant II is the journey level class expected to perform more difficult professional/governmental accounting work requiring knowledge of accounting systems, governmental procedures, and the ability to exercise independent judgment within established systems and procedures.

Essential Job Functions *The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:*

1. Reviews, analyzes, balances and/or reconciles assigned general ledger accounts and other accounting transactions, requiring the interpretation and application of professional accounting theories, principles and practices.
2. Performs other accounting functions related to general ledger maintenance; identifies and researches discrepancies, errors and problems and develops and provides recommendations to ensure issues are fully resolved; monitors preparation of, prepares, and reviews a wide range of journal entries, including adjusting entries.
3. Maintains, processes, and reconciles, as necessary, payroll or personnel related accounts and databases.
4. Help maintains, processes, and reconciles, utility customer accounts and databases.
5. Maintains and reviews business license accounts; performs business license form calculations as needed.

6. Participates in month-end and year-end closing and audit processes; reviews various month-end reports during closing process and identifies errors; performs complex calculations and prepares assigned month-end and year-end journal entries; performs reconciliations of account/fund balances to the general ledger; prepares monthly closing check lists for general ledger accounts; performs financial and other analysis requested by auditors.
7. Provides accurate and timely information and assistance to customers; researches and handles inquiries from customers on a wide array of complex, technical matters related to areas of responsibility; identifies weaknesses in process and procedures and recommends course of action for improvement.
8. Provide oversight of various accounting tasks or units.

Other Job Related Duties Performs other related duties or responsibilities as assigned.

Conformance Statement

In the performance of respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, residents, suppliers and elected officials.
- Work cooperatively and effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintain the highest level of ethical behavior in all matters.

Competencies

1. Ethical Conduct.
2. Time Management.
3. Organization Skills.
4. Financial Management.
5. Project Management.
6. Personal Effectiveness/Credibility.

Qualification Guidelines

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

Education

Bachelors' degree in Accounting or closely related field from an accredited College or University.

Experience

Minimum of two years' experience in accounting, auditing or payroll; including one-year supervisory experience and responsible governmental accounting experience.

Accountant II level will have knowledge of:

Minimum of four years' experience in accounting, auditing or payroll; including three years' supervisory experience and responsible governmental accounting experience.

Desirable

CPA License or an advance degree in Accounting, Finance or Business is highly desirable.

Condition of Employment

Must possess and maintain a valid California Driver's License and maintain a clean driving record for insurability through the City of San Jacinto. Failure to maintain license/insurability will result in disciplinary procedures including suspension without pay, demotion, and/or termination without Administrative or Judicial appeal.

Knowledge, Skills & Abilities

Knowledge of:

- Principles and procedures of governmental fund accounting, budgeting, auditing, and financial analysis.
- Principles of governmental accounting (GASB) and generally accepted accounting principles (GAAP).
- Knowledge and practical experience with accounts payable, public utilities, business license, and payroll in a municipal government.
- Knowledge and practical experience in the use of Personal Computer Systems (PC), using at least a Windows 8 operating system.
- Knowledge and experience in the use of computerized accounting systems, network computer systems, and shared directory files.
- Knowledge and practical working experience in Microsoft Office software, primarily Excel, Word, and PowerPoint.
- Principles, methods, practices and terminology of general governmental accounting, including financial statement preparation and methods of financial control and reporting.

- The uses of spreadsheets and other standard financial and business software, as well as the operations and requirements of the City's automated general ledger, payroll, and utility billing systems.
- Standard office procedures and practices.

Accountant II level will have knowledge of:

- Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
- Governmental accounting systems requirements and procedures.

Ability to:

- Read, understand and apply government codes to financial accounting and decision making.
- Implement procedures and recommend new ways to increase efficiency.
- Work with personnel in various departments in order to solve problems.
- Use GASB and GAAP pronouncements to account for financial transactions.
- Become familiar with and responsible for computerized accounting system including the ledgers and journal entry system.
- Operate a computer and spreadsheet software.
- Verify the accuracy of financial data and information.
- Understand, apply and explain applicable laws, policies and procedures.
- Organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility.
- Ensure proper authorization and documentation for disbursements.
- Analyze, calculate, balance, and reconcile complex data and accounts.
- Prepare clear, concise and comprehensive financial statements, reports, staff reports, and other written materials.
- Communicate clearly and effectively, both orally and in writing.
- Exercise tact and diplomacy in dealing with sensitive and complex situations.
- Collect, obtain, evaluate and interpret technical and specialized financial information correctly and explain information accurately to customers.
- Maintain confidentiality of City documents, records, and transactions.
- Establish and maintain effective working relationships with City management, staff, vendors, representatives of other agencies, customers, and the public
- Independently develop and compose accounting procedures and forms.
- Keep up with new computer technology in order to become more efficient.
- Work under pressure and complete multiple projects simultaneously.
- Operate a 10 key calculator by touch.

Skills:

- Must coordinate projects with the Finance Analyst and Public Works department.

- Assist in budget preparation with the Senior Accountant, Finance Analyst, and Public Works.
- Must review revenue accounts, on a monthly basis, to review for miscoding, variances and lost revenues.
- Must review expenditure accounts, on a monthly basis, to determine actual expenditures are within budgeted line items, exceptions must be documented, investigated and communicated to the department and the Finance Director, and initiate the appropriate action; i.e. correct, reclassify, stop funding, etc.
- Must prepare monthly adjusting journal entries and enter them into financial accounting software.
- Must be able to properly calculate and prepare allocations to the various budget and program centers.

Work Authorization/Security Clearance

Must complete post-offer/pre-employment Department of Justice finger printing and background screening. Work authorization as required by the U.S. Citizenship and Immigration Services is mandatory within three business days of hire.

Disaster Service Worker Requirements

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

Pre-Employment

All employment offers are contingent upon successful completion of a pre-employment physical exam, a criminal background investigation, which includes finger printing and a pre-employment physical and drug/alcohol test.

Working Conditions, Mental and Physical Demands

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

Work Environment

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and

hearing and speech to communicate in person, before groups, and over the telephone.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Indoor office environment; the employee is frequently required to sit, stand, walk, use hands and fingers, and reach with hands and arms. Lifting and carrying up to 40 pounds. Noise and temperatures are moderate and fumes are not generally present.

Physical Demands

This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift books and files from shoulder-level and above, carry, push, and pull materials and objects weighing up to 40 pounds.

Visual acuity to perform routine filing of documents is required; and use of a computer keyboard and software. While performing the duties of this job, the employee is regularly required to see, talk, and hear.

Essential Mental Functions

Regularly use of written and oral communication skills, read and interpret data, analyze and solve problems; observe and interpret situations; interact with City staff. Be able to make quick decisions, supervise others, problem solve, read, write, and speak publicly. Essential to be able to read, organize, process and interpret data.

Be able to make quick decisions, provide guidance and direction to others, problem solve, read, write, and speak publicly. Essential to be able to read, organize, process and interpret data, and be able to add, subtract, multiply and divide.

Supervisory Responsibility

Receives general direction from the Finance Director or Deputy City Manager. Exercises direct and indirect supervision over professional, technical and office support staff. Assist the Finance Director in supervision and training of assigned staff, ensuring compliance with Federal and State regulations.

Expected Hours of Work/Work Schedule

Monday – Thursday 7:00 AM – 6:00 PM (4x10 work week). Occasional evening and weekend work may be required as job duties demand.

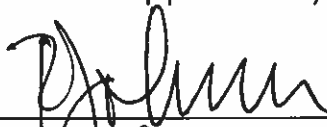
Travel

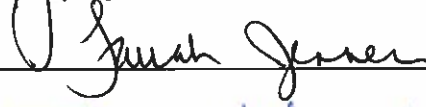
Occasional, local travel is expected for this position. In addition, out of town travel for conferences, workshops, and various training opportunities is likely.


Disclaimers and Approval

The disclaimer informs the employee that the job description is not a contract between the employee and the employer, that the employer may change the job description or that the employer may request the employee to perform additional duties.

This job description has been approved by all levels of management:

City Manager  Date 6/3/2021

Finance Director  Date 6-3-21

HR  Date 6/2/2021

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____